



Coronavirus Attendance Quick Reference Sheet

Thank you all for your increased focus on health and safety procedures in recent weeks. The situation surrounding the coronavirus can cause additional stress and we appreciate your ongoing efforts to minimize anxiety and keep yourselves and your coworkers healthy.

This is a Quick Reference Sheet to help you make the right decisions for you, in line with our coronavirus protocols. As always, if you have specific questions or a specific situation, contact your HR Business Partner.

14-Day Quarantine Do Not Come to Work Contact HR Business Partner	Limit Contact Potential	Report to Work as Normal
<div data-bbox="64 703 544 1113"> </div> <div data-bbox="81 1491 535 1743"> <p>ACTION</p> <ul style="list-style-type: none"> • Do not come to work • Self-Quarantine • Contact your HR Business Partner </div>	<div data-bbox="690 703 925 945"> </div> <div data-bbox="584 997 1047 1459"> <p>Potential contact due to:</p> <ul style="list-style-type: none"> • Contact with someone showing symptoms of virus • Contact with a family member that is under quarantine due to travel or other restrictions, but has not tested positive. • If you are experiencing symptoms – seek medical attention </div> <div data-bbox="584 1491 1047 1869"> <p>ACTION</p> <ul style="list-style-type: none"> • Do not come to work • Contact your HR Business Partner • Self-Quarantine until case is determined • Seek advice from medical professionals </div>	<div data-bbox="1201 703 1437 945"> </div> <div data-bbox="1096 1491 1559 1858"> <p>ACTION</p> <ul style="list-style-type: none"> • Come to work as normal • Keep watching The WiRE for updated communications • Practice proper hand-washing techniques and other protocols </div>

We continue to monitor the situation and take appropriate action as needed. Keep watching The WiRE for regular updates to protocols.