

ASM Global/SMG Colorado Convention Center Frequently Asked Questions Illness during the COVID-19 Pandemic

Am I safe coming to work?

Yes, as long as you are fit for duty. We ask that any staff member who is unwell in any way does not come to work. Please let your supervisor know as soon as you are aware you have a concern.

If you have any concerns regarding your safety while at work please notify your immediate supervisor, manager, department director, or HR immediately so that we may understand the concern and address accordingly.

Can I be sent home if I display symptoms related to COVID-19?

We request that you make good decisions about your own health and the health of those around you. Should we feel that you are demonstrating symptoms of COVID-19 that put others at risk, you will be asked to go home and seek medical advice.

Per the CDC: COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2 – 14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update and the Company will monitor the CDC updates.

What should I do if I have symptoms of COVID-19, with NO Direct Exposure to COVID-19?

You are not to come to work. You must notify your manager IMMEDIATELY. Your manager will notify HR. You may also notify HR directly at **303.228.8127** or **303.228.8002**

You must contact your doctor for further instructions and you are to stay home under self-quarantine under the following minimum requirements, if not tested or provided medical certificate to return to work. In any instance you must provide a medical certificate to return to work.

The 14-day self-quarantine period is over

AND

You have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers

AND

All other symptoms have improved (for example, when cough or shortness of breath have improved)

AND

At least 10 days have passed since your symptoms first appeared

If you are tested by your doctor or other medical professional you must notify Human Resources immediately of negative or positive status.

If you are tested and test positive for COVID-19 you must self-quarantine (**stay at home**) according to following.

Until the 14-day self-quarantine period is over

AND

You have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers

AND

All other symptoms have improved (for example, when cough or shortness of breath have improved)

AND

At least 10 days have passed since your symptoms first appeared

AND

You received two negative tests in a row, 24 hours apart

If you are tested and test negative for COVID-19, you may be placed back on the work schedule.

If you have a certified medical condition that presents symptoms related to that of COVID-19 and you elect to make available that information to the Company. Upon documented notification to the Company you will be placed back on the work schedule.

What should I do if I think a staff member has symptoms of COVID-19?

Immediately report your observations to your manager. This question of observation is also asked through the daily Health Questionnaire reporting. Whether reported to your manager or during the daily Health Questionnaire, HR is notified immediately to initiate a confidential investigation including interview and observation of the employee.

If staff member is found to have symptoms of COVID-19 you may be required to self-quarantine. The Company will notify you in writing of next steps after confidential investigation is concluded.

If you feel uncomfortable to return to your work assignment because a staff member is showing symptoms of COVID-19 you must notify your manager who will begin the interactive process to determine best options. You may be removed from your job assignment, dependent on work activity and/or staffing. You may also utilize your accrued unused Paid Time Off benefits to spend time away from work.

ALL ONSITE CASES INVOLVE CONTACT TRACING & ADDITIONAL SANITIZING OF THE WORKSPACE.

What should I do if I think I have potentially been exposed to COVID-19 while at work?

You must Immediately report your exposure to your manager, including to whom you think you were exposed, what work activity you were performing, what date and time, how you feel you were exposed, and where in the building.

The Company will conduct a confidential investigation including interview and observation of the observed employee, and witnesses if appropriate. You will be asked to stay home and self-quarantine until test results are received on the unconfirmed case.

If the unconfirmed case tests negative, you may be placed back on work schedule.

If the unconfirmed case tests positive. You will be required to submit to testing by the Company COVID-19 testing provider paid for by the Company. The Company will pay for testing at Concentra Medical Center, downtown Denver at 1730 Blake Street, Suite 100, ONLY if the test is required by the Company. You than will follow the same protocol outlined in 'What should I do if I had DIRECT exposure to confirmed COVID-19 case, whether at work or outside of work.'

What should I do if I had DIRECT exposure to confirmed COVID-19 case, whether at work or outside of work?

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You must contact your doctor for further instructions and you are to stay home under self-quarantine under the following minimum requirements. In any instance you must provide a medical certificate to return to work.

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If you are tested and test positive for COVID-19 you must self-quarantine (**stay at home**) according to following.

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AND

All other symptoms have improved (for example, when cough or shortness of breath have improved)

AND

At least 10 days have passed since your symptoms first appeared

AND

You received two negative tests in a row, 24 hours apart

If your test is negative for COVID-19 you must self-quarantine (**stay at home**) according to following.

Until the 14-day self-quarantine period is over

AND

You have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers

AND

All other symptoms have improved (for example, when cough or shortness of breath have improved)

AND

At least 10 days have passed since your symptoms first appeared

What should I do if I think I have potentially been exposed to COVID-19 outside of work?

You must notify your manager **IMMEDIATELY**. Your manager will notify HR. You may also notify HR at **303.228.8127** or **303.228.8002**

You should contact your doctor for further instructions and you are to stay home under self-quarantine under the following minimum requirements, if not tested or provided medical certificate to return to work. In any instance you must provide a medical certificate to return to work.

Self-Quarantine (**stay at home**) according to following.

Until the 14-day self-quarantine period is over

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You have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers

AND

All other symptoms have improved (for example, when cough or shortness of breath have improved)

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At least 10 days have passed since your symptoms first appeared

If you are tested by your doctor or other medical professional you must notify Human Resources immediately of negative or positive status.

If you are tested and test positive for COVID-19 you must self-quarantine (**stay at home**) according to following.

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At least 10 days have passed since your symptoms first appeared

AND

You received two negative tests in a row, 24 hours apart

If you are tested and test negative for COVID-19, you may be placed back on the work schedule.

What if I self-elect to be tested for COVID-19 or I'm required to be tested for COVID-19 prior to a medical procedure/medical appointment?

If an employee self-elects to be tested for COVID-19 or is tested for COVID-19 due to a medical procedure or future medical appointment and the results are **negative**, this must be reported during the Daily Health Screening conducted at the Center based on question criteria, however no action is taken by the Company nor further action by the employee is necessary.

If an employee self-elects to be tested for COVID-19 or is tested for COVID-19 due to a medical procedure or future medical appointment and the results are **positive**, you must notify Human Resources immediately of positive status.

Due to testing positive for COVID-19 you must self-quarantine (**stay at home**) according to following.

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AND

You have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers

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What if I have personal travel plans domestically or internationally?

We are recommending that team members postpone personal travel outside of the state or country. If you cannot or do not wish to do so, we are requiring that when a team member returns from traveling outside the state or country, that they self-quarantine for at least 14 days and stay in close contact with HR. HR will discuss how the quarantine period will be managed from a compensation and work duties standpoint with each team member individually as the travel arises.

Every individual is expected to follow ASM Global/SMG Colorado Convention Center requirements regarding the current COVID-19 pandemic and to exercise caution in all work activities while on duty.