

KNOWN COVID-19 EXPOSURE

If you had close contact with a person who has been diagnosed with COVID-19, you must contact the office and provide additional information! Close contact is defined as being within approximately < 6 feet of a COVID-19 case for ≥15 minutes; or having direct contact with infectious secretions of a COVID-19 case.

Please call 1-800-249-6161 or email humanresources@mjsia.com

PLEASE DO NOT REPORT TO WORK until you have been contacted by Midwest Janitorial Service, Inc.

We will do our best to contact you the same day, however, please expect up to one business day to be contacted. If you have not been contacted within one business day, please notify HR immediately!

I AM BEING TESTED FOR COVID-19

If you are being tested for COVID-19, please contact us, and **DO NOT REPORT TO WORK.**

Please call 1-800-249-6161 or email humanresources@mjsia.com

ADDITIONAL INFORMATION

IF YOU HAD CLOSE CONTACT

If you had a close contact with someone who has a confirmed or suspected case of COVID-19, you should **vigilantly** home self-monitor for COVID-19-like illness for 14 days from the date of last contact with the ill person. This means you should:

- Take your temperature twice per day to check for fever and monitor yourself for symptoms. Symptoms may appear 2 – 14 days after exposure and include:
 - Fever (100.4°F / 38.0°C or higher)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Stay at home and avoid going outside for the entire self-monitoring period
- Practice social distancing

WHAT IF I WAS EXPOSED TO SOMEONE WITH COVID-19 WHO IS NOT A CLOSE CONTACT?

Those who are not considered close contacts typically will not need to take any additional actions. Based on guidance from health authorities, only those persons, excluding healthcare workers, who are considered close contacts (e.g., household contacts and intimate partners) will be instructed to home self-monitor for 14 days. You do not need to take any additional actions.

WHAT IF I WAS EXPOSED TO SOMEONE WHO WAS TOLD TO HOME SELF-MONITOR OR SELF-QUARANTINE WHO DOES NOT HAVE SYMPTOMS?

If this individual is not showing any symptoms, you do not need to take additional precautions beyond what is recommended at this time. This includes:

- Keep at least 6 feet between yourself and others.
- Stay home and reduce overcrowding.
- Whether you are healthy or sick, stay home as much as possible and avoid all unnecessary social interaction. You should only leave your home for essential tasks, such as work (if you cannot work from home), getting groceries and supplies, or essential medical care. Try to use delivery services when possible.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Wear a cloth face covering in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission. A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing. Do not use your hands.
- Do not touch your face — especially your eyes, nose, or mouth — with unwashed hands.
- Monitor your health closely. Stay home completely if you develop symptoms.
- Do not shake hands. Instead, wave or elbow bump.

If this individual is a close contact and has a confirmed or suspected case of COVID-19, you should vigilantly home self-monitor for COVID-19-like illness for 14 days from the date of last contact with the ill person. This means you should:

- Take your temperature twice per day to check for fever and monitor yourself for symptoms.
- Stay at home and avoid going outside for the entire self-monitoring period
- Practice social distancing