



COVID Response Update

As we continue to adapt to the changing circumstances and guidelines, we want to provide an update on next steps when employees report COVID symptoms or a confirmed case. Please review the below and reach out to your manager with any questions.

DCO Process

What to do if you have confirmed COVID-19?

If you are sick with COVID-19 or think you might have COVID-19, follow the below steps. These steps should be taken in conjunction with the CDC recommendations and your health care providers guidance.

- Immediately begin home isolation. Do not come into any office location or have contact with any other employees.
- Contact your manager to inform them of your situation.
- Following CDC Guidelines, your manager will guide you through contact tracing and any employees affected will be notified. Your personal information will always be kept confidential.
- Your manager will inform HR who will activate the appropriate type of leave in ADP.
- Coordinate with your manager to create a plan for returning to work when medically cleared.

If you have any questions regarding leave please reach out to HR.

What to do if you feel sick?

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

CDC Download: [10 things to do if you have possible or confirmed COVID-19](#)

- Stay home
- Monitor your symptoms
- Get rest and stay hydrated
- Call your health care provider
- Cover your cough and sneezes
- Wash your hands often
- Stay away from other people
- Avoid sharing personal items
- Clean all surfaces

Prevention



- Wash hands thoroughly and frequently, using soap and hot water, for at least 20 seconds.
- Avoid shaking hands with anyone.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Use hand sanitizers frequently.
- Keep hand sanitizers in delivery trucks and vehicles driven by the sales team and field members and use them frequently.
- Wipe down work areas, sales counters, phones, keyboards, common areas, door handles, and other frequently touched areas with antiseptic wipes several times throughout the day.
- Stay home if you feel sick.
- Wear a face mask.

CDC: [Use Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

CDC: [How to Protect Yourself and Others](#)

[DCO COVID-19 News](#)