

Title	COVID-19 Policy
Department	Human Resources
Effective Date	12/2023
Review Date(s)	5/2024
Revision Date	

POLICY

It is the policy of Enchanted Fairies to ensure the safety and well-being of our team members, as well as, our guests/clients.

Please adhere to the following protocol for any of the three situations shown below:

I. Team Member is Experiencing Flu-Like Symptom(s)

The following is required to return to work for any team member experiencing flu-like symptom(s) ONE or more.

- a)** Symptoms of a respiratory infection, including a cough, shortness of breath, or difficulty breathing.
- b)** Flu-like symptoms such as gastrointestinal upset, fatigue, chills, aches and pains, headaches, sore throat, nausea, runny nose.
- c)** Recent loss of the sense of taste or smell.
- d)** Had a fever at or above 100.4 degrees Fahrenheit that has not been reduced below 100.4 degrees without the use of fever-reducing or symptom-altering medication for the past twenty-four (24) consecutive hours:
 - A negative test result (home or lab) AND symptom-free for 24 hours
 - Written approval from Human Resources as an outcome of completing the required clearance process, which includes submitting your test results and completing your screening questions.

OR

- Doctor's note that addresses symptom(s)
- Written approval from Human Resources as an outcome of completing the required clearance process, which includes submitting your test results and completing your screening questions.

II. Team Member is exposed to someone who has tested positive for COVID-19 and does not live in the same household as Team Member

A Team Member who is exposed to someone who has tested positive for COVID-19 will be permitted to work, after completing the following steps:

- Team member is to immediately report exposure to their supervisor and HR.
- Submit a negative test result (home or lab) to manager AND symptom-free for 24 hours.
- Written approval from Human Resources as an outcome of

completing the required clearance process, which includes submitting your test results and completing your screening questions.

OR

- Doctor's note that addresses the exposure.
- Written approval from your supervisor as an outcome of completing the required clearance process, which includes submitting your test results and completing your screening questions.

III. Team Member (or Household Member) Tests Positive For COVID-19

Team Member (or household member) tests positive for COVID-19 should stay home for at least five days from date of positive test (if home test, the date of the test is considered the date the manager receives the picture from the Team Member) and will require the following to return to work.

- Team members must remain home for at least five days after they or member of household has tested positive.
 - Example, test taken 1/1/2023, last day of isolation is 1/6/2023.
- Symptom-free for 24-hours
- Written approval from Human Resources as an outcome of completing the required clearance process on day 5 which includes completing your screening questions with HR. Using the above example, day 6 is 1/7/2023.

OR

- Doctor's note that addresses symptom(s)
- Written approval from Human Resources as an outcome of completing the required clearance process on day 5 which includes completing your screening questions with HR.

In all circumstances of an unplanned absence, you must call your direct supervisor as soon as you notice flu-like symptom(s). If your direct supervisor is not available, please contact Human Resources and **do not** report to work (**regardless of how many symptom(s) you have and the severity**).

Please note that when submitting a copy of a lab test, it must include your name, the date of the test and the result. When submitting a picture of a home test, you must write your name and date on the test or on a piece of paper placed under the test.

If you are in at-home isolation for any of the situations described above, you must receive a written clearance approval from Human Resources before returning to work.

There are no exceptions.