

LPS COVID-19 Policy

Updated 2/7/2022

With respect to the COVID-19 pandemic, Linger, Peterson & Shrum will follow the direction of the Governor of California and both City and County officials in Fresno County. The following procedures are in place to respond to an employee that is exposed to the COVID 19 virus, becomes ill at work or that calls in sick and reports COVID-19 symptoms:

- A. Any employee that has the following symptoms will report this to LPS management.
 - 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

- B. If an employee develops symptoms of COVID-19, the following procedures are in place:
 1. The ill employee will notify LPS management and go home with instructions to be tested as soon as practical and if possible, using an over-the-counter at-home rapid test. Employees may use the firm credit card to pay for COVID-19 testing and over-the-counter at-home rapid tests.
 2. If the ill employee produces a negative test, they may return to work when feeling better.
 3. If the ill employee tests positive for COVID-19, they must notify LPS management immediately, and then the procedures in section C will apply.
 4. If the ill employee is unable to test because an at-home rapid test isn't available, the procedures in section D will apply.

- C. If an employee tests positive for COVID-19, the following procedures are in place:
 1. The employee who tests positive must not return to the office for five days from the onset of symptoms (onset of symptoms is day 1, employee may return to the office on day 6).
 2. Any client close contacts* and other employees will be notified immediately, and any employees considered to be close contacts* have the option to work remotely for two calendar days following the date of the onset of symptoms of the employee who tested positive (onset of symptoms is day 1, other employees may work remotely on days 2 and 3). After five calendar days from the onset of symptoms, and when symptoms are no longer present, the employee may return to the office. The employee must wear a mask

when around others for an additional five calendar days (onset of symptoms is day 1, employee may return to the office on day 6, must wear a mask when around others from day 6 through 10).

- D. If an employee goes home with symptoms, but no at-home rapid tests are available, the following procedures are in place:
1. The ill employee must not return to the office for five calendar days from the onset of symptoms (onset of symptoms is day 1, employee may return to the office on day 6).
 2. Other employees will be notified immediately, and any employees considered to be close contacts* have the option to work remotely for two calendar days following the date of the onset of symptoms of the ill employee (onset of symptoms is day 1, other employees may work remotely on days 2 and 3).
 3. After five calendar days from the onset of symptoms, and when symptoms are no longer present, the employee may return to the office. The employee must wear a mask when around others for an additional five calendar days (onset of symptoms is day 1, employee may return to the office on day 6, must wear a mask when around others from day 6 through 10).
- E. If a close contact* of an employee tests positive for COVID-19, the following procedures are in place:
1. The exposed employee will notify LPS management immediately when they are aware of the exposure.
 2. The exposed employee must wear a mask when around others for two days and will monitor their symptoms closely.
 3. If the employee develops symptoms, the procedures in section B will apply.

*Per California Labor Law, Title 8, California Code & Regulations (CCR) section 3205(b)(1) "Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

Per California Labor Law, Title 8, California Code & Regulations (CCR) section 3205(b)(10) "High-risk exposure period" means the following time period:

- A. For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- B. For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.