



CATHOLIC DIOCESE OF SALT LAKE CITY  
COVID-19 EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE POLICY

The Catholic Diocese of Salt Lake City takes the health and safety of its employees very seriously. This policy was created in response to the 2020 Covid-19 pandemic. The Policy is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

The Diocese intends to implement this policy in a flexible way depending on the varying level of disease transmission in the community. As a result, this policy will likely continue to be refined. The Diocese also may amend this Policy based on operational needs.

**Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, [1] the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) and [2] at least seven (7) days have passed since symptoms first appeared. The Diocese will require an employee to provide documentation clearing his or her return to work. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

**Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: [1] at least 72 hours (3 full days) have passed since recovery; and [2] at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Diocese will require an employee to provide documentation clearing his or her return to work. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

**Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for fourteen (14) days from the last date of close contact with that individual.

If the Diocese learns that an employee has tested positive, the Diocese will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and may direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Diocese also will notify any subcontractors, vendors/suppliers or visitors who may have

had close contact with the confirmed positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and the Diocese may direct that the individual self-quarantine for 14 days from the last date of close contact with that individual.

### **Confidentiality/Privacy**

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

The Diocese will inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Diocese also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Given the fast-developing nature of the Covid-19 outbreak, the Diocese may modify this Policy on case by case basis. If you have any questions concerning this, please contact the Human Resources office.