**COVID POLICY for WORKING ONSITE (office and lab)**

(COMPANY) COVID Policy for Working Onsite is intended to provide guidance with identifying COVID-19 exposure risks and to mitigate such risks and prevent exposure. It is also based on what is currently known about the transmission of the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). COVID-19 is a respiratory illness that can spread from person to person, especially between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. The CDC will update their guidance as additional information becomes available.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

This policy is not a standard or regulation, and it creates no new legal obligations. It contains COVID-19 protocols that are in compliance with the City of Cambridge, the state of MA, (PROPERTY MANAGER – ie ARE, etc.), and (COMPANY).

**Stay at Home**

Employees are required to stay home if they know they have tested positive and/or have had close contact with someone who tested positive for COVID-19. Close Contact is defined as being within 6 feet of an infected person for 15 minutes or more (cumulatively), masked or unmasked. Employees who have a known exposure to someone with suspected or confirmed COVID-19 should contact their primary care physician, get a Rapid Test or a PCR test and should stay home until they receive a negative test result.

**Entering/Exiting the** (COMPANY) **Office**

Employees testing positive using either the Rapid or PCR test need to notify CXO/Office Manager at (COMPANY). Do not come to the office. When contacted be prepared to answer the following questions for contact tracing purposes

* Do you have any symptoms?
* What are your symptoms?
* Where were you working?
* With whom were you working or in contact with?

**Edit As Needed:**

**Personal Protective Equipment (PPE)**

Unvaccinated persons must wear a mask at all times.

All employees will be required to wear PPE (facemasks/coverings) while in the office at all times, except where unsafe due to a medical condition or disability.

Face coverings/masks must fit snugly covering the employee’s nose, mouth and chin, with no large gaps on the outside of the face. Additionally, they should be made of at least two layers of a tightly woven breathable fabric, such as cotton, and should not have exhalation valves or vents.

Employee face coverings can only be removed for eating or drinking at their desk and in the kitchen area. This includes if the employee is working in a conference room alone or with others where distance can be maintained.

**Visitors**

All visitors, regardless of vaccination status, must test the day they will join in-person meetings, either at home that morning or 15 min before their meeting at Atlas (rapid tests available from reception). Guests who test onsite should wear masks until they have a negative result. Obviously, if their result is positive they shouldn’t remain.

**Becoming Sick in the Office**

If an employee becomes ill while in the Cambridge office or lab, they must leave the office/lab immediately and notify the CXO/Office Manager for contract tracing guidance. If you suspect you have COVID-19 you should obtain a test immediately using the onsite testing available to you. If you test positive, test again using a PCR test and we will need to know the following:

* When did you become ill?
* Where were you working?
* With whom were you working?

**What to do if you are….**

1. **Symptomatic and confirmed positive** with a PCR test quarantine immediately, contact CXO/Office Manager for contact tracing guidance. Contact your healthcare provider to manage your symptoms, test household members. You may discontinue quarantine 5 days since symptoms first appeared AND minimum 24 hours fever-free without fever reducing meds AND improved respiratory symptoms.
2. **Symptomatic and confirmed negative**, stay home and do **NOT** come into the office/lab until your symptoms are gone and you test negative.
3. **Asymptomatic and confirmed positive** immediately, contact CXO/Office Manager for contact tracing guidance. If you have no symptoms, discontinue quarantine after 5 days since you last had a positive viral test. If you develop symptoms, follow guidance in step one above.
4. **Exposed to a COVID-19 positive person**, you will need to isolate immediately, take a rapid test, if positive take a PCR test, if the PCR test is positive, quarantine for 5 days with or without symptoms. If your rapid test is negative return to the office/lab and resume PCR testing protocols