



Policy & Procedure for Employee Exposure to COVID 19 JUNE 2021

Protocols for Dealing with Exposure and/or Sickness in the Workplace:

- If an employee confirms being around a COVID positive person, he/she must immediately self-report to HR or the Campus Director. MediaTech will require the employee to be tested for COVID 19 at a local testing facility.
- The employee will self-monitor for signs and symptoms of COVID-19 and notify the campus when the test results are provided to the employee.
- If an employee develops symptoms at the workplace, employers should be prepared to deploy a safety protocol action plan, including immediately isolating the employee, providing PPE, assisting the employee with a discreet and immediate exit from the workplace, and cleaning and sanitizing the employee's work area and any common areas potentially affected according to current CDC/OSHA guidance.
- For confirmed cases, ADA confidentiality guidelines will be followed, and the employee will not be allowed to return to work until after symptoms have resolved for 14 days. If no test is performed, the employee must self quarantine for 14 consecutive days prior to returning to work.
- If test results are negative, the employee is allowed to return to work to follow the same guidelines noted for all others on campus, which are in compliance with the CDC guidelines for COVID 19.

MediaTech Medical Screening Guidelines:

As noted above, typically employers may only conduct medical examinations of employees in limited circumstances. In conducting COVID-19 screening and testing, an employer must ensure that:

- Screening and testing processes are accurate and reliable from an approved testing site.
- Procedures clearly describe the screening and testing process, how to ensure safety and confidentiality during the screening and testing process.
- Screening or testing is only conducted by qualified individuals with appropriate PPE.
- Data created during the screening or testing process is kept confidential and retained according to applicable record retention requirements under federal and state law, including the ADA and OSHA.

DALLAS CAMPUS

13300 Branch View Lane
Dallas, Texas 75234
P: 972-869-1122
F: 972-869-1135

HOUSTON CAMPUS

3324 Walnut Bend Lane
Houston, Texas 77042
P: 832-242-3426
F: 713-977-4242