

MSD COVID-19 Employee Guidelines & Measures

Effective August 2, 2021

Please find the latest MSD COVID-19 health and safety guidelines below. As this is a fluid situation, this is a working document that will be updated as MSD's policies and guidelines change.

Vaccination Status

Many employee guidelines depend on whether or not an employee has demonstrated that they are fully vaccinated against COVID-19.

MSD defines fully vaccinated as:

Anyone who received their last required COVID-19 vaccine shot at least two weeks ago and submitted their original CDC issued vaccination card to Human Resources.

*****Natural recovery from COVID-19 does NOT count as being vaccinated.*****

To demonstrate status as fully vaccinated:

Employees must register their CDC COVID-19 Vaccination Record Card with Human Resources. If an employee received a two-dose vaccine (such as Pfizer or Moderna), their vaccination card must show records for both doses.

Employees who do not wish to demonstrate vaccination status:

Must continue to follow guidelines for non-vaccinated employees.

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Employee Health & Safety Guidelines





Employees across the District are required to follow the below measures. Requirements are based on demonstrated vaccination status. Vaccination status guidelines can be found on page 1 of this document.

NON-VACCINATED EMPLOYEES	WORKPLACE GUIDELINES	FULLY VACCINATED EMPLOYEES
 REQUIRED	Wear masks: Employees are encouraged to wear masks at all times. When inside an MSD facility, employees must wear masks unless they are alone at their desk, though masks are still encouraged there. When outside, employees must wear a mask if they cannot socially distance.	 REQUIRED
 REQUIRED	Maintain six feet of distance: Keep at least six feet of distance between yourself and anyone else.	 REQUIRED
 REQUIRED	Wash your hands: Frequently washing your hands, especially before and after touching shared surfaces, can help prevent surface spread.	 REQUIRED
 REQUIRED	Stay home if you are sick: If you are exhibiting any symptoms of COVID-19, inform your supervisor and do not come to work. This includes those individuals who have received a vaccine or who have previously recovered from a coronavirus infection.	 REQUIRED
 REQUIRED	Quarantine if you are in a risky situation: If you participate in a situation that puts you at increased risk for contracting COVID-19 (e.g., voluntary travel, gatherings with people outside of your small social bubble, etc.), please plan to get tested and/or quarantine before returning to work. See "Return to work after risky activity" below.	 NOT REQUIRED
 REQUIRED	For Non-vaccinated employees, outside meetings, activities, and work-related travel are canceled through October 4, 2021. However, Fully vaccinated employees may have to follow "After potential Exposure to COVID-19" depending on the event attended.	 NOT REQUIRED
 REQUIRED	Meetings should be done virtually where possible, especially with non-MSD parties.	 REQUIRED
 REQUIRED	MSD-organized events are not allowed.	 REQUIRED

Return to Work Guidelines

Employees across the District are required to follow the below measures. Requirements are based on demonstrated vaccination status. Vaccination status guidelines can be found on page 1 of this document.









NON-VACCINATED EMPLOYEES	AFTER POTENTIAL EXPOSURE TO COVID-19	FULLY VACCINATED EMPLOYEES
 REQUIRED	Employee should be sent home immediately.	 REQUIRED
 REQUIRED	Employees may return to work if the potential source of the infection tests negative for COVID-19.	 REQUIRED
 REQUIRED	Otherwise, the employee will be required to demonstrate a negative COVID-19 test OR quarantine for a period of 10 working days from the date of potential exposure before returning to work.	 REQUIRED
 REQUIRED	Fully vaccinated employees may either work from home or work in an isolated location. Non-vaccinated employees must stay home and may use any available paid time off. If no paid time-off is available, employees may take time-off without pay with no impact to their performance evaluation and no discipline. Employees should check with Human Resources to see if any FMLA benefits are available.	 REQUIRED

NON-VACCINATED EMPLOYEES	AFTER EXPERIENCING COVID-19 SYMPTOMS OR TESTING POSITIVE FOR COVID-19	FULLY VACCINATED EMPLOYEES
 REQUIRED	The employee must demonstrate a negative COVID-19 test or remain symptom-free for 10 days and produce a doctor's release before resuming work for MSD. Employee may NOT work from home, including those whose assigned work location is their home, during this period and must use available paid leave.	 REQUIRED
 REQUIRED	Management will notify any individual who has been in contact with an employee at work who is either exhibiting symptoms of COVID-19 or tests positive for COVID-19. These employees should follow the process listed above under "Return to work after potential exposure."	 REQUIRED

Return to work guidelines continue on the next page.

Return to Work Guidelines Cont.

Employees across the District are required to follow the below measures. Requirements are based on demonstrated vaccination status. Vaccination status guidelines can be found on page 1 of this document.

NON-VACCINATED EMPLOYEES	AFTER RISKY ACTIVITY OR REQUESTING TIME OFF FOR VACATION	FULLY VACCINATED EMPLOYEES
 REQUIRED	MSD management should evaluate the situation described by the employee. This includes those individuals working from home.	 NOT REQUIRED
 REQUIRED	No further action is needed if the situation described by the employee meets the following conditions: <ul style="list-style-type: none"> • The activity does not involve travel by plane, cruise ship, or another similarly dense method of transportation with those other than their immediate family. • While indoors with those other than their immediate families or small social bubbles, masks are worn, six-foot social distancing is practiced, and proper hygiene is practiced. • While outdoors with those other than their immediate families or small social bubbles, six-foot social distancing is practiced, masks are worn if social distancing is not practiced, and proper hygiene is practiced. 	 NOT REQUIRED
 REQUIRED	The manager should check to make sure that all precautions listed above were followed once the employee returns from this activity. In this case, no further action is needed.	 NOT REQUIRED
 REQUIRED	If the manager finds that the above conditions were not met, either prior to the activity or during a mandatory post-travel discussion, the employee must follow the "Return to work after potential exposure to COVID-19" guidelines listed above.	 NOT REQUIRED

COVID-19 Sick Leave

Floating Holidays:

Through September 6, 2021, any sick leave usage associated with COVID-19 will not be counted when considering floating holidays for 2022 or as a sick leave occurrence under the sick leave policy. Employees will not be subject to disciplinary action if they are told to stay home by MSD or a doctor.

For Getting Vaccinated:

Employees may use up to four hours of COVID-19 sick leave to receive COVID-19 vaccines. Those hours will not be counted when considering floating holidays for 2022 or as a sick leave occurrence under the sick leave policy.

For Vaccine Recovery:

Employees who receive the COVID-19 vaccine may use up to four hours of COVID-19 sick leave for recovery from possible vaccine side effects. Those hours will not be counted when considering floating holidays for 2022 or as a sick leave occurrence under the sick leave policy.

EPSLA & EFMLEA:

The Emergency Paid Sick Leave Act (EPSLA), and the Emergency Family and Medical Leave Expansion Act (EFMLEA) expired on December 31, 2020, and are no longer available to employees.

MSD Actions to Promote a Healthy Workplace

In addition to guidelines for employees, MSD has also taken the following steps to promote a safe and healthy work environment.

DENSITY REDUCTION:

Staffing levels at Market Street are reduced by 50% through partial work from home opportunities.

HVAC STUDY:

MSD will start a COVID resiliency HVAC Study for all facilities. The cost of the study is less than \$25,000 and will be performed by KAI under a current General Services agreement.