



## Covid 19 Travel Protocol

### **Purpose:**

The purpose of this policy is to ensure the safety of Norkol's employees, customers, visitors, and the public by establishing a travel protocol that aligns with guidance provided by the National Health Organizations regarding travel standards.

### **Confidentiality/ Privacy:**

Except for circumstances in which Norkol 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 for COVID-19 will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

### **Protocol:**

If an employee travels out of state using public transportation for any reason, prior to returning to a Norkol location the employee should do the following based on their vaccination status.

1. Fully Vaccinated – self monitor for Covid-19 symptoms.
2. Unvaccinated - provide a negative Covid- 19 test to Human Resources within 24 hours of the employees scheduled return to a Norkol location (rapid tests will be accepted).

### **Reporting Requirements:**

All employees, customers, visitors, or vendors that feel sick with cold/flu like symptoms need to report it immediately. If a person starts to feel sick while he/she is at a Norkol facility they should leave the facility immediately and report their illness to their immediate supervisor and or Human Resources. All reports should be communicated to the Human Resources department.