



COVID-19 Exposure Protocol

Thank you for your continued flexibility as we strive to keep our employees, business partners, and customers safe during the COVID-19 pandemic. At this time, we'd like to share with you The Kincaid Group's new COVID-19 Exposure Protocol.



This policy is effective December 10, 2021.

Definition of "Fully Vaccinated"

According to Yale Medicine and the CDC, at this time an individual is only considered "Fully Vaccinated" 14 days after their 2nd dose of Pfizer, 2nd dose of Moderna, or single dose of Johnson & Johnson.

Fully Vaccinated No Symptoms

Fully vaccinated people who have come into close contact with someone with COVID-19 and exhibit no symptoms may continue to come in to work while wearing a mask in public indoor settings for the 14 subsequent days. Alternatively, a mask is not required after the individual receives a negative test result. This test should be conducted no sooner than 3 days following the date of their exposure. If symptoms develop within the 14-day period after exposure, contact your manager as soon as possible. You may not report to work until a negative test has been confirmed following the development of symptoms, or 3 days symptom free without medication.

Fully Vaccinated With Symptoms

Do not report to work while experiencing symptoms unless you have tested negative no sooner than 3 days after last exposure or have been following three days symptom free without use of medication.

Not Fully Vaccinated No Symptoms

People who are not fully vaccinated must wear a mask in indoor setting when unable to avoid 6-foot distance from others. Not fully vaccinated people who have come into

close contact with someone with COVID-19 and exhibit no symptoms should be tested immediately after being identified. If the test result is negative, you may return to work while wearing a mask as long as symptoms do not develop. Additionally, you must receive a 2nd negative test result 5-7 days after last exposure, or immediately if symptoms develop. If symptoms develop do not report to duty and call your manager.

Not Fully Vaccinated With Symptoms

Do not report to work while experiencing symptoms. Not fully vaccinated individuals should be tested immediately after exposure or symptoms arise. If the test result is negative, you may return to work while wearing a mask after 3 days symptom free without medication. Additionally, you must receive a 2nd negative test result 5-7 days after last exposure. Not fully vaccinated people must continue to wear a mask in indoor setting when unable to maintain 6-foot distance from others.

Confirmed Positive COVID-19

Any individual who has a confirmed positive case of COVID-19, fully vaccinated and not fully vaccinated, may not report to the workplace. All cases of COVID-19 positive individuals or individuals who are subject to reoccurring exposure (i.e., a member of their household is COVID-19 positive), MUST notify their manager. All steps following the notification of a manager will be determined on a case-by-case basis and referred to the Pandemic Response Committee Members Ron Cox and Dale Bohn.

As you know, this is an ever-evolving situation and updates will be communicated by management when necessary.

Thank you,

The COVID Response Team