

# EMPLOYEE QUARANTINE SCENARIOS

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REVISED:

A Message for All Team Members

Employee Quarantine Scenarios

Below are possible scenarios that could lead Auto-Wares to ask you to self-quarantine. If any of these scenarios pertain to you please contact Human Resources through the HelpDesk. If you are asked to self-quarantine, human resources will contact you to discuss a temporary compensation program that can be used in conjunction with available PTO and Sick Pay programs. During your time off, your job is safe and no benefit coverage will be affected.

### Level 1 Case:

When an AWI or a person living directly in their household has tested positive for Covid-19

- Do not come to the Auto-Wares location (warehouse, store, or office). If job description allows, work from home for at least two weeks (unless you are too ill).
- Inform HR via helpdesk or email [HR@autowares.com](mailto:HR@autowares.com).
- Contact your local health authority as applicable.
- AWI will assess the need to close the office and/or instill other precautionary measures to control the spread of the virus.

### Level 2 Case:

When an AWI or a person living in their household is showing symptoms and is in the process of waiting for a Covid-19 test result.

- Do not come to the Auto-Wares location (warehouse, store, or office). If job description allows, work from home for at least two weeks (unless you are too ill).
- Inform HR via helpdesk or email [HR@autowares.com](mailto:HR@autowares.com).
- Contact your local health authority as applicable.
- Based on the test results, AWI will assess the need to close the office and/or instill other precautionary measures to control the spread of the virus.

### Level 3 Case:

When an AWI person has had contact with a quarantined person in the 2 weeks before the quarantine started (regardless if it's just "precautionary quarantine" or a "positive" Covid-19 case).

- Do not come to the Auto-Wares location (warehouse, store, or office).. Work from home for at least two weeks. Refrain from further contact with quarantined person.
- Inform HR via helpdesk or email [HR@autowares.com](mailto:HR@autowares.com).
- If the quarantined person that you came in contact with tests positive for Covid-19, please inform HR via helpdesk or email [HR@autowares.com](mailto:HR@autowares.com).
- AWI will assess the need to close the office and/or instill other precautionary measures to control the spread of the virus.

### Level 4 Case:

When an AWI person is returning from visiting a high risk area (for business or vacation).

- Even if you show NO symptoms - You are expected not to enter the Auto-Wares location and work from home for the 2 weeks immediately following the return to your home country.
- Inform HR via helpdesk or email [HR@autowares.com](mailto:HR@autowares.com).

**This program is temporary and subject to change at any time depending on business circumstances and changes in governmental programs.**