

COVID-19 Health & Safety Guidelines

1 Employees that are sick or believe they have been exposed to the virus

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.



Employees caring for family that have been exposed to the virus or who have come in contact with a person confirmed to have the virus must remain home for a period no less than 14 days of initial exposure

Neo Holding will allow employees to use vacation time to cover any time off in the event of illness.



Due to the expected increase of traffic within medical centers Neo Holding will not require medical documentation for absence due to illness until further notice.

Employees reporting illness that are able to work from home may do so with approval from an immediate supervisor and ensure time keeping practices are upheld, please speak with your human resource representative for more information.



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Travel procedures

Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.



Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.

Employees who become sick while traveling or on temporary assignment should notify their supervisor and should promptly call a healthcare provider for advice if needed.



If outside the United States, sick employees should contact their human resource representative to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

If your country of origin is not USA, please contact your embassy for any information you may need. Always try to be informed with any compliance and regulations from the country we are currently operating.

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Prevention

Avoid close contact with people who are sick.
Avoid touching your eyes, nose, and mouth.
Stay home when you are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.



Follow CDC's recommendations for using a facemask.

CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).



Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.



If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.



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Worksite Cleaning Procedures

Employees will be required to use hand sanitizer upon every entrance to the building when entering from the outside.



All employees must wash their hands upon arrival to work, before lunch, after lunch and before leaving for the day.

Employees must disinfect and wipe down their workstations at the end of the day before leaving for a period of at least 10 minutes.



Employees are discouraged from engaging in unnecessary physical contact with others such as: hugs, handshakes, tapping shoulders etc...

When using conference rooms do not house more guests than the number of seats available in the room.



Do not use physical property of other employees, use your own proper phone, computer, keyboard, pens, staplers etc.

Supervisors will require employees that exhibit signs of illness (sneezing, coughing) to wear a face mask for the remainder of their time on the work site premises.



Employees that become aware of any other employee breaking procedure or exhibiting signs of illness should inform their supervisor immediately.

Cleaning procedures for conference room: The conference room must have the table wiped down after use and wipe down the door handle.

