



## **AT HOME NURSING, INC. COVID-RELATED PRECAUTIONS AND POLICIES:**

Below is a list of protective measures that we have implemented, in order to best protect our employees, ourselves, our clients, and all others:

- Conducting daily health checks;
- Requiring employees to Attest, under penalty of perjury, that they are symptom-free and have not been exposed to COVID, prior to entering any client's home, submitted each Thursday to include the previous 14 days.
- Conducting regular hazard assessments of our workplace and the clients' homes;
- Carefully assessing the possible hazards present at the clients' residences or other living facilities, including ventilation systems, upon intake and/or upon learning of any potential issues;
- Requiring all employees to protective face masks at all times during work hours or respirators if required/indicated per OSHA;
- Requiring employees to maintain a distance of at least 6 feet between the employee and any other person, with the exception of clients as needed;
- Improving the ventilation systems of our offices;
- Encouraging employees to remain at home during off work hours;
- Requiring any symptomatic employees to leave work and remain at home for at least 14 days, during which time employees may use accrued paid time off, including paid sick leave or vacation;
- Notifying employees of their rights and/or obligations around COVID, including their **rights** to:
  - Apply for supplemental benefits from the California Unemployment Development Department due to unemployment or disability;
  - Request (if eligible - those who worked at least one year and at least 1250 hours, and only if that franchisee has 50 or more employees) up to 12 weeks of unpaid leave under the California Family Rights Act ("CFRA"), if their COVID symptoms require inpatient care or continuing treatment or

supervision by a health care provider (subject to the Company's discretion and possible decision to waive otherwise-required medical certification related to CFRA or other leave);

- If ineligible for CFRA, the right to request a reasonable accommodation and engage in the interactive process, when:
  - the employee's medical provider recommends work restrictions such as telework, unpaid leave, or other work restrictions, subject to undue hardship constraints, or
  - the employee's disability requires accommodation in order to comply with the Company's COVID-related policies and guidelines;
- Work in an environment from which symptomatic employees have been removed and asked to self-quarantine;
- Be advised of possible exposure by another employee or client, without knowing the identity the sick employee or client;
- Be informed of all applicable CDC and other health guidelines;
- Know that the Company will treat all medical information with the utmost confidence and trust, and will not disclose such information unless absolutely necessary or compelled by law; and
- Understand that the Company will comply in all respects with its policies, such as those prohibiting harassment, discrimination, retaliation, or bullying.

**And their obligations to:**

- Immediately report to the Company any symptoms, such as fever, cough, feeling sick, runny nose, sore throat, etc.; and
- Advise the Company after any work absence why they were absent, where they went, and whether they are experiencing any COVID symptoms.
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