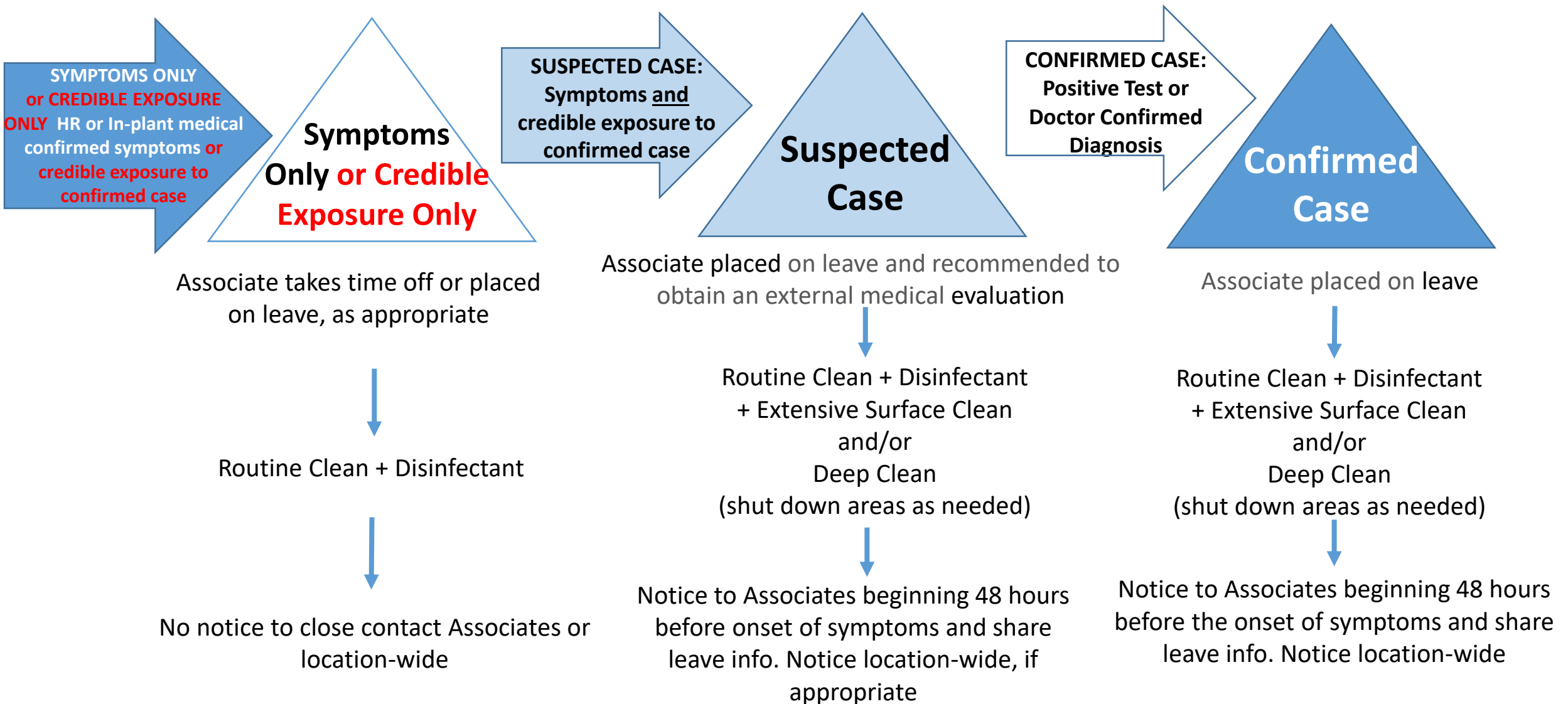


**Purpose:** Clarify action and notification if symptoms, suspected case or confirmed case



Focus is on exposure prevention

Revision:  
7.15.2020



1. Associate notifies HR or in-plant medical of symptoms or of failed fever scan, **or exposure to someone suspected or confirmed to have COVID-19**

2. HR or in-plant medical asks Symptoms Questions:

### Symptoms

1. Do you have a fever or newly developed cough or shortness of breath/difficulty breathing?
  - Only need one symptom to answer yes to question 1.
2. If no to question 1, do you have two or more of the following symptoms:
  - Headache
  - Muscle pain
  - Sore throat
  - Chills
  - New loss of taste or smell
  - Extreme fatigue that is unusual
  - Nausea/vomiting/diarrhea
  - Congestion/runny nose

3. **HR/Medical asks Credible Exposure questions** (see suspected slide)

4. If associate answers “no” to both Symptoms **& Credible Exposure** Questions

- Treat as regular (non-COVID-19) illness per normal practice. Follow Attendance and Leave Policies
- Associate may return to work if medically released or when feeling better per normal return to work practice

5. If associate answers:

- “Yes” to both Symptoms **& Credible** exposure questions follow “Suspected” case flow (next slide)
- “No” to symptoms, but “yes” to credible exposure, associate will quarantine for 14 days, and follow leave policies. If the associate were to develop COVID-19 symptoms refer to the “Suspected Case” process flow
- “Yes” to symptoms, but “no” to credible exposure then follow “symptoms only” flow below

6. Recommend associate seek medical care

7. Associate follows leave policies

8. Cleaning up to Level 1 (slide 2)

- Level 0: Routine Clean
- Level 1: Targeted Clean with Disinfectant

9. Associate returns to work if either:

- Medically released, **or**
- Recovered
  - 10 days have passed since symptoms first appeared, **and**
  - At least 72 hours have passed since:
    - No fever without the use of fever-reducing medications, **and**
    - Improvement in symptoms



1. Associate notifies HR or in-plant medical of symptoms or of failed fever scan
2. HR or in-plant medical asks Symptoms Question (slide 4)
3. HR or in-plant Medical asks Credible Exposure Questions

## Credible Exposure

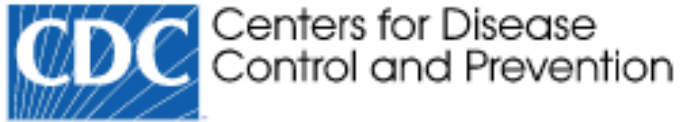
1. Have you traveled outside the United States or been in close physical contact with anyone that has traveled outside the United States in the past 14 days?
  2. Have you been in quarantine or have been exposed to others known to have COVID-19 ~~or COVID-19 like symptoms~~ in the last 14 days
  3. Do you have any other reason to believe that you were exposed to COVID-19 by other means? HR is to exercise sound judgement and consider the circumstances to determine appropriate course of action.
4. If credible exposure , continue as Suspected Case  
If not credible exposure, continue as Symptoms Only Case (slide 4)
  5. Recommend associate seek medical care
  6. Associate follows leave policies

7. HR identifies close contacts during the 48 hours before symptom onset
  - Works within 6 feet of infected associate for >10 minutes; or
  - >10 minutes in confined space with infected associate (e.g., small room, vehicle)
8. HR prepares notice letters to close contacts and directs associates to quarantine for 14 days. HR may notify quarantined associates if the suspected case becomes confirmed, if known
9. HR communicates need for a location-wide notice to associates of the suspected case, if production impact or significant impact to operations
10. Cleaning up to Level 3 (slide 2)
  - Level 2: Extensive Surface Clean; and/or
  - Level 3: Deep Clean
11. Infected associate returns to work if:
  - Medically released, or
  - Recovered
    - 10 days have passed since symptoms first appeared, **and**
    - At least 72 hours have passed since:
      - No fever without the use of fever-reducing medications, **and**
      - Improvement in symptoms
12. Quarantined associates return to work after 14 days if no symptoms arise



1. Associate notifies HR or in-plant medical of diagnosis or positive test
2. If tested, verify type of test (viral test or antibody test)  
Associate took by asking:
  - Was the test taken a blood test or was it a swab or saliva test?
    - If the associate took an antibody (blood) test, then no further action is needed by HR/in-plant medical
    - If the associate took a viral (swab or saliva) test, then continue as a Confirmed Case
3. Associate follows Honda leave policies
4. HR identifies close contacts in 48 hours before symptom onset or if not symptomatic then 48 hours before the test date and time of the swab/saliva test
  - Works within 6 feet of infected associate for >10 minutes; or
  - >10 minutes in confined space with infected associate (e.g., small room, vehicle)
5. HR prepares notice letters to close contacts and directs associates to quarantine for 14 days. HR may notify quarantined associates if the suspected case becomes confirmed, if known
6. HR communicates need for a location-wide notice to associates of the confirmed case
7. Cleaning up to Level 3:  
Level 2: Extensive Surface Clean; and  
Level 3: Deep Clean
8. Infected associate returns to work if:
  - Medically released, or
  - Recovered
    - If symptoms:
      - 10 days have passed since symptoms first appeared, **and**
      - At least 72 hours have passed since:
        - No fever without the use of fever-reducing medications, **and**
        - Improvement in symptoms
    - If not symptomatic, 10 days have passed since tested
9. Quarantined associates return to work after 14 days if no symptoms arise

# COVID-19 Quarantine Timeframe



For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

1. Close contact with someone who has COVID-19 – will not have further close contact
  - ☐ Begin quarantine from date of last close contact
2. Close contact with someone who has COVID-19 and lives with the person, but can avoid further close contact (e.g., sick person isolated in separate bedroom)
  - ☐ Begin quarantine from date sick person's home isolation began
3. Under quarantine with additional close contact after the sick person should have been isolated or a new exposure to someone who has gotten sick
  - ☐ Begin quarantine from the latest date of close contact with a COVID-19 positive person
4. Live with someone who has COVID-19 and cannot avoid continued close contact (e.g., no separate rooms, direct caregiving)
  - ☐ Begin quarantine from the date the sick person's isolation period begins to 14 days beyond the date the isolation period ends