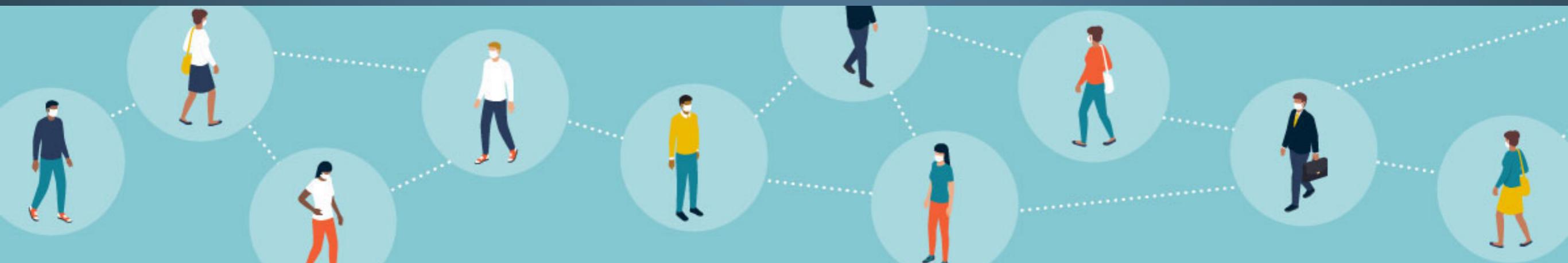


# COVID-19 Scenario Guide

**Take steps to help prevent the spread.**



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# OVERVIEW

**Scenario 1: I have symptoms that resemble COVID-19**

**Scenario 2: I have tested positive for COVID-19**

**Scenario 3: Exposure to COVID-19 & quarantine**

**Scenario 4: I have been asked to travel for work**

## IMPORTANT NOTES

- Close Contact = 6 feet of distance for more than 15 minutes.
- Masks reduce risk and should be worn at all times when social distancing is not possible.
- Fever = temperature higher than 100.4° F (38° C)
- Virtual doctor visits are the easiest way to get healthcare provider recommendations.



**CO Dept. of Health**  
[CLICK HERE](#)



**MA Dept. of Health**  
[CLICK HERE](#)



**CA Dept. of Health**  
[CLICK HERE](#)



**MO Dept. of Health**  
[CLICK HERE](#)



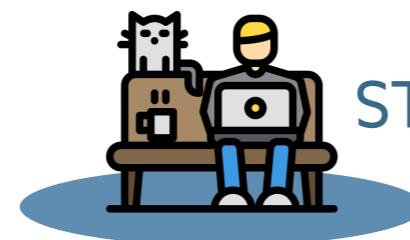
**CDC Symptom Checker**  
[CLICK HERE](#)



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# Scenario 1: I have symptoms that resemble COVID-19

To access the list of symptoms and to use the interactive symptom checker tool from the CDC, [CLICK HERE.](#)



## STEP 1:

Contact your manager to communicate you have symptoms and work from home. Stay home if you are sick with any symptoms, but especially those of COVID-19.



## STEP 2: Healthcare provider recommends COVID-19 test.

YES:

NO:

No company notification necessary. You can return to the office after 72 hours fever free without fever reducing medicine or without symptoms. Or, you can return to the office based on your healthcare provider's recommendation.

## POSITIVE RESULT:

See scenario 2.



## NEGATIVE RESULT:

No company notification necessary. You can return to the office after 72 hours fever free without fever reducing medicine or without symptoms. Or, you can return to the office based on your healthcare provider's recommendation.



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# Scenario 2: I have tested positive for COVID-19



**STEP 1:**

Contact your manager to communicate your positive test results and work from home.



**STEP 2:**

Follow healthcare provider recommendation for contact tracing, quarantine, and isolation.



**STEP 3:**

Manager or employee notifies Diane.

Employee has been in the office within 72 hours of testing positive:



**NO:** Company notification on a case by case basis. No additional action necessary.



**STEP 4:**

If you become too ill to work from home contact Diane to access FFCRA leave and other Unbridled benefits available to you.



**STEP 5:**

Follow healthcare provider recommendations for your return to the office.



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# Scenario 3: Exposure to COVID-19 & quarantine

Someone I am in close contact with has been exposed to COVID-19.

## EXAMPLES OF EXPOSURE:

1

Someone I live with was exposed to someone who tested positive.

2

I was notified through contact tracing that I may have been in contact with someone who tested positive.

3

Someone in my child's class tested positive.



### STEP 1:

Contact your manager to communicate exposure and work from home.

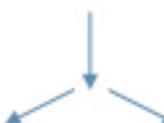


### STEP 2:

Follow CDC "When to Quarantine" guidelines and follow healthcare provider recommendation for testing.

### STEP 3: Test recommended by healthcare provider.

**POSITIVE:** See scenario 2.



**NEGATIVE:**

Return to work in the office based on healthcare provider recommendation.



**IMPORTANT:** Notify Diane if you have been in the office within 72 hours of exposure to positive tested person.



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# Scenario 4: I have been asked to travel for work



## STEP 1:

Review Unbridled's travel and onsite protocols.

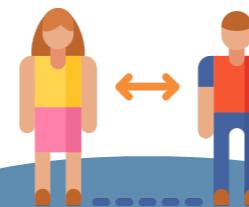


## STEP 2:

Get a COVID-19 test with results within 72 hours of your outbound flight.

Unbridled will reimburse for testing if free public testing is not available.

**POSITIVE:** DO NOT TRAVEL. See scenario 1.

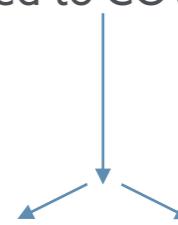


## NEGATIVE:

Proceed to travel, following all local guidance in the destination. Self monitor your temperature, maintain 6 feet of distance, and don't congregate in large groups.

## TRAVEL SCENARIO:

You feel sick with any symptoms, of any kind, but especially those related to COVID-19.



**NO:** Continue onsite work, prepare for return travel.

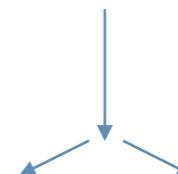


Isolate and follow healthcare provider recommendations for return to work and for return travel. Stay away from other participants until 72 hours fever free without fever reducing medication.

## YES:

## UPON RETURN:

Follow healthcare provider recommendation for test upon return. Timing varies based on availability and type of test. Plan to work from home for about 7 days after your return flight.



**NEGATIVE:**  
Return to office.



**POSITIVE:**  
See scenario 2. Contact tracing to all you traveled with.



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