



## Your Health & Safety are Important to QPS

*The health and safety of our Associate Employees has always been important to QPS. In true Family Spirit, we are committed to protecting you as well as your families. The following provides training on common concerns and scenarios related to COVID-19. Click on the links for additional information and resources.*

*We are committed to share information throughout this challenging time. If you have any questions, reach out to your local branch or feel free to email [COVID@qpsemployment.com](mailto:COVID@qpsemployment.com).*

### What should I do to stay safe?

Understand how COVID-19 spreads so you can take precautions to limit your exposure. [Wash your hands](#) often, avoid close contact with people who are sick, [maintain at least six feet distance from others](#) who don't live in your household, [wear a face covering](#) and [monitor your own health](#) daily. [More information and tips](#) are on the Centers for Disease Control (CDC) website.

### What if I have symptoms?

**If you experience any of these symptoms, do not go to work:** fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea or any other symptoms on this [list](#). We recommend you contact your healthcare provider to discuss your situation including whether or not you should be tested. If you are having trouble breathing, chest pain, confusion or other severe symptoms, seek immediate medical care.

All Associate Employees should take their temperature before their shift each day. If it is 100.4 degrees or higher, do not go to work.

Be sure to notify your branch (by phone or email – not in person!) of any symptoms and follow the client's attendance procedures for calling in an absence. Your branch will inform you of when you can return to work.

### I tested positive. What should I do?

First and most important – take care of yourself! Isolate yourself as much as possible from others. Notify your branch immediately by phone, text or email. (Please do not visit the branch!) We will offer you support and help you determine when you can return to work. We will also ask you some questions to conduct contact tracing, where we identify others who may have been in close contact. We appreciate your help in keeping others safe!

### What should I do if I find out I was in close contact to someone with COVID-19, but I am not sick?

Notify your branch if you were in close contact. [Close contact](#) is defined as less than six feet away, for a total of 15 minutes or more in a 24-hour period, within 48 hours of the sick person's symptom's onset (or if no symptoms) date of test.

You should monitor your health carefully for symptoms for at least 14 days from the last day you were in close contact. **If you have any symptoms, do not go to work.** Depending on our clients' requirements, you may be required to quarantine even if you have no symptoms. Contact your branch to discuss.

### I have concerns over safe practices at work. What should I do?

We want to know! Please reach out to your branch or email [COVID@qpsemployment.com](mailto:COVID@qpsemployment.com).

### **What happens if I have to quarantine? Will I get paid?**

QPS does not qualify for the Families First Coronavirus Response Act or Emergency Paid Sick Leave, so benefits are unfortunately not available to QPS employees. You may wish to check your [eligibility for unemployment benefits](#).

### **What if my work site requires I be tested?**

A workplace may require testing to keep everyone at the facility safe. Please notify the branch.

### **What should I know about travel?**

Travel to 'hot spot' areas may require you to quarantine. Notify your branch if you've traveled outside your home state in the last 14 days, or if you have plans for travel.

**Thank you for practicing healthy habits!**