

Overview

As the COVID-19 pandemic continues, the health and wellness of our teammates remain our top priorities. It is all of our responsibility to help prevent the spread of COVID-19 in the workplace. As we return to the office or travel to work-related events, we will focus on keeping each other healthy.

The policies below include measures we are actively taking to mitigate the spread of COVID-19. Please follow these policies diligently to promote a healthy and safe workplace in this unique environment. It's important we all adhere to these health precautions.

These policies are subject to change due to government and local guidelines or if new variants of the Coronavirus emerge. In these cases, we will update you as soon as possible.

Who must follow these policies?

These policies apply to all teammates, including independent contractors, whose essential job duties require that they physically work in our administrative office(s), visit facilities, interact with patients, interact with customers, interact with other teammates in person, and/or travel to work-related events.

These policies are effective April 1, 2022.

Mask Policy

- **Fully vaccinated teammates** (as defined by the CDC) are not required to wear a mask at work. We strongly encourage those who are immunocompromised, or have a strong preference to wear a mask, to continue to do so.
- **Non-vaccinated teammates** must wear a high-grade, well-fitted mask (i.e., N95/KN95) in any Envision office, and/or when interacting with teammates, clients and/or patients, and when traveling to and/or attending work related events. Non-vaccinated teammates are required to follow the facility policy for masking when visiting sites.
- **Masks will be provided** at facilities for those who need one.

As the COVID-19 virus evolves, and as we learn more about the virus, this mask policy may change.

On-Site Testing

- **Non-vaccinated teammates will be required to test negative** for COVID in order to work in the office. Tests will be provided by Envision and administered onsite.
- **Non-vaccinated Work from Office teammates, as well as non-vaccinated office-centric hybrid teammates, will be required to test once weekly at their work location.**
- **Remote-Centric Hybrid and Remote First teammates will be required to test each time they visit an office,** but no more than once per workweek.
- Instructions for testing will be provided to those teammates who are required to test.

Stay Home When Sick Policy

- If you have [symptoms](#) of COVID-19, notify your manager, and stay home. Follow [CDC Guidelines](#) on when to quarantine and isolate.

- If you were exposed to COVID-19, quarantine and isolate from others when required by and in accordance with CDC guidelines.
- If you are sick or test positive for COVID-19, please do not come into your work location until your symptoms have resolved or you have a negative test.
- Isolate if you test positive for COVID-19, even if you don't have symptoms.
- You may work remotely if you feel well enough. If you are not well enough to work, you should take time off to get well.

Event Policy

- **For In-Person Required Events** (*Off-Sites, Conferences, etc.*), teammates should follow the below guidelines:
 - Masks are encouraged for all individuals.
 - Non-vaccinated teammates must always wear masks (provided) unless eating or drinking, during which times teammates must remain socially distanced.
 - Frequent handwashing and sanitation should occur.
 - Non-vaccinated teammates will be tested prior to and/or upon entry.
- **For In-Person Voluntary Events** (*Holiday Parties, Dinners, etc.*), teammates should follow the below guidelines:
 - Masks are encouraged for all individuals.
 - Frequent handwashing and sanitation should occur.
 - Non-vaccinated teammates are not permitted to attend voluntary in person events due to the inability to reasonably accommodate social distancing while eating and drinking.

Reporting and Contact Tracing

- Teammates who have worked on-site should immediately notify their supervisor by phone if they believe or confirm they are infected with COVID-19. They should also provide their supervisor with a list of all teammates with whom they came in close contact (as defined by the CDC) during the prior two days.
 - In the case of a confirmed or suspected infection, teammates who are believed to have been in [close contact](#) with someone who believes or is confirmed to be infected with COVID-19 will be notified that they may have come in contact with a person who may be infected with COVID-19, and they should follow the recommended guidelines from the CDC.

Vaccination Policy and Documentation

- [COVID-19 Vaccination Policy](#)
- [Vaccination Card Upload](#)
- [Vaccine Booster Upload](#)
- [Vaccine Exemption Request](#)