



4401 Springfield St.
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msdinc.net

Interoffice Communication

To: All MSD Team Members
From: Jackie Tangeman, Executive Director Human Resource/Safety
Date: Rev. 1 December 29, 2021
Subject: Illness and COVID

(See Addendum in red at the bottom)

Good Day Team Members:

Your wellbeing and safety is our top priority and we are here to help you manage the process as it may pertain to your role within the organization.

Please read and familiarize yourself with the latest updates below:

1. If you are sick, please stay home and take care of yourself!!
 - a. Fever above 100.4
 - b. New loss of taste and/or smell
2. At-home tests:
 - a. If your at-home test comes back **negative - no further action is needed and you may return to work**
 - b. If your at-home test comes back positive
 - i. Please contact your Manager and Sharon Baber (HR Business Partner) at sbaber@msdinc.net (or ext. 250)
 - ii. We recommend you quarantine for 10 days from either the onset of symptoms or 10 days from the positive test
3. If you are unsure about your positive at-home test:
 - a. You may seek a professionally administered test
 - i. If the professional test comes back positive
 - ii. Please contact your Manager and Sharon Baber (HR Business Partner) at sbaber@msdinc.net (or ext. 250)
 - iii. We recommend that you quarantine for 10 days from either the onset of symptoms or 10 days from the positive test
 - iv. To return to work after the 10 days of quarantine, please ensure you are symptom and fever free for 24 hours without medication (or have a release from your medical provider)
 - v. If the professional test come back as negative result
 1. We will consider you to be negative and you may return to work



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- In the event that you (or your team members) are away from work for an extended period of time, please contact Sharon Baber, *HR Business Partner*, at sbaber@msdinc.net (or ext.250)
- After 3 consecutive days being off work, you may be eligible *to apply* for FMLA
 - Paperwork will automatically be sent to you
- After 7 consecutive days of being off work, you may be eligible *to apply* for STD
 - Paperwork will automatically be sent to you

MSD appreciates all of your dedication to a safe and healthy workplace!

Note: This document has also been listed on the MSD Employee Portal for your convenience.

If you have any questions feel free to reach out to Sharon Baber (ext. 250), or Brittney Cline, HR Business Associate, at bcline@msdinc.net (or ext. 270) we will be happy to get those answered.

Addendum #1- CDC changes in quarantine recommendations on December 27, 2021

If you test positive for COVID-19:

- Stay home for 5 days
- If you have no symptoms or your symptoms are resolving after 5 days, you may return to work
- Continue to wear your mask around others for 5 additional days
- If you have a fever, continue to stay home until you are fever-free for 24 hours without the aid of medication.