1. Employees are required to confidentially report confirmed cases of self or household member to supervisor and David Pollak ​
2. Employees will be required to isolate for 14-days and obtain clearance from doctor before returning to the office ​
3. David Pollak and supervisor will work with employee to trace contact with other employees, guest, customers, etc. ​
4. David Pollak will contact the above and communicate that they have potentially been exposed without giving the employees name ​
	* Ask employees to isolate for 14 days ​
	* Ask employee to log all contact with other employees and guests in case they become symptomatic so others can be informed of potential exposure ​
	* Work with Security to review badge swipes and validate last dates employees were in office​​