



Illness/ Exposure Reporting & Follow-Up Process – COVID-19

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1.0 Purpose

To outline the process that IMAX uses to follow up with employees/contractors/vendors/guests regarding reported illness/exposure to COVID-19 during our health screening process.

2.0 Scope

This process is applicable to all IMAX employees, vendors/contractors and guests and patrons to our owned and operated theatres.

3.0 Frequency

Followed when an employee, vendor/contractor, guest or patron reports an exposure or symptoms related to COVID-19.

4.0 Document Control

Doc #		Rev	V3
Author	Lorna Howieson	Date	December 15, 2020
Reviewers	HR, Legal	Record of Communication	Review with HRBPS (meeting May 21 st , 2019), Review O and O Managers June 3 rd , Review GSI Managers May 29 th , 2020, Review Facilities SP June 8 th , Review PV Facilities I/O Supervisors June 9 th , Review Logistics and Manufacturing June 10 th
Approver	Jacki Bassani	Updates:	Updates to poll questions related to travel (NY) Updates to reporting procedures for California. New definition for "close contact" Additional symptoms of COVID-19 New poll question #5 for CA New testing requirements for CA New return to work criteria for CA New outbreak requirements for CA

5.0 Roles & Responsibilities

5.1 Director, Workplace Safety

- Develops and maintains this procedure in coordination with HR and Legal.
- Records illness as per existing processes for illness/injury recording.
- Manages work related illness as per Early and Safe Return to Work Program.
- Works together with HR to conduct contact tracing efforts as required.
- Follows up with Contractor/Vendor point of contact when required.
- Follows up with Guest/Guest safety representative if guest has reported illness/exposure



- Maintains an up to date vendor/contractor safety representative/emergency contact list in coordination with Facilities.
- Maintains an up to date guest safety representative/emergency contact list with IMAX Entertainment.

5.2 EVP, Chief People Officer/designate

- May follow up directly on any report of COVID-19 illness by an employee as required.
- Works with Director, Workplace Safety on any required follow-up in terms of potential exposure to vendors/contractors/guests.

5.3 Onsite/Remote Facilities Staff/designated person (i.e. designated afterhours security)

- Ensures those who have not completed the health poll electronically complete a paper version upon arrival.
- Notifies Workplace Safety and HR of any potential illness/exposure reported by a vendor/contractor/their safety representative.

5.4 Facilities Management

- Monitors onsite health screening process as outlined in the IMAX Infection Control plan and Visitor/Guest Policy.
- Maintains up to date list of vendor/contractor emergency points of contact for any required follow-up in coordination with Workplace Safety and the department.
- Issues daily health polls to onsite workers.
- Reviews responses of health polls daily.
- Reports any illness/exposure responses to HRBP and Director, Workplace Safety.

5.5 Benefits

- Manages Short-Term Disability and/or Long-Term Disability process as result of illness as per existing processes.

5.6 Employee/Vendor/Contractor/Guest

- Answers the IMAX health check prior to their visit/shift, preferably before arrival; and/or
- Reports any illness/exposure related to COVID-19 to the Supervisor/Host or via the IMAX health check immediately.

5.7 Supervisor

- Reports any illness/exposure related to COVID-19 reported by an employee to their HRBP.
- Supports ESRTW accommodation process as required.



- Facilitates remote work for employee as is available and required. While they are waiting for test results/doctor's note to clear them as COVID-19 free and fit for work.

5.8 HRBP

- Reports any illness exposure reported to them from a supervisor or host to Director, Workplace Safety.
- Works with Workplace Safety to manage investigation/ claim of workplace illness as per Incident Investigation and Follow-Up and the IMAX ESRTW Program.
- May assist Workplace Safety with contact tracing and communication efforts as required.
- Follows up with employee regarding their illness/exposure.
- See *Guidance Sheet for HRBPs: Illness/Exposure Follow-Up (COVID-19)*.

5.9 Host

- Reports guest illness/exposure to Director, Workplace Safety immediately.
- May liaise with guest on timing of next visit following a report of illness/exposure to COVID-19 or recent travel in coordination with Workplace Safety or Business Unit Executive.

Maintains an up to date guest safety representative/emergency contact list.

5.10 Legal

Reviews and approves this procedure to ensure compliance with legal requirements.

6.0 Definitions

Close contact – is defined by the CDC as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.” [Source](#)

Confirmed Case of COVID-19 – someone who has received medical or laboratory confirmation of COVID-19.

Exposure – an exposure to COVID-19 is defined as a close contact with a person who is a confirmed, suspect or probable case of COVID-19.

Exposure Criteria – as defined by in n the 14 days before onset of illness, a person who:

- Traveled to an [affected area](#) (including inside their country of residence) or;
- Had close contact with a person with acute respiratory illness who traveled to an [affected area](#) within 14 days prior to their onset of illness, or;
- Participated in a mass gathering identified as a source of exposure (e.g., conference) Or;



- Had laboratory exposure to biological material (e.g. primary clinical specimens, virus culture isolates) known to contain COVID-19.

Suspected Case of COVID-19 – is someone who has symptoms of COVID-19 that include two or more symptoms of COVID-19:

- Fever or chills (signs of fever)
- Cough (new or exacerbated chronic)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Headache
- Nausea or vomiting
- Diarrhea

In Ontario, also:

- Abdominal pain
- Not feeling well
- Trouble swallowing

And meets the [exposure criteria](#).

Travel – travel is defined as out of state, province, or country. Our definition of travel may be extended to regions, states, provinces or countries where active outbreaks are occurring.

7.0 Procedure

7.1 Illness/Exposure Reporting via Health Polls

A daily health poll is sent to approved onsite workers via our emergency notifications system Everbridge. Health polls for our visitors, contractors, and guests at the Playa Vista and Sheridan Park locations are completed via Envoy. Approved onsite workers (staff and vendors/contractors/clients) are expected to respond to a health poll before arriving by selecting a response as follows.

7.1.1 Health Poll

Thank you for taking the time to complete this poll. Your response is confidential and is required to ensure the health and safety of our staff and visitors at IMAX. Please refer to the attached document for symptoms of COVID-19 as defined by the CDC.

Symptoms of COVID-19 include: Fever or chills (signs of fever); cough (new or exacerbated chronic); difficulty breathing or shortness of breath; fatigue; muscle or body aches; decrease or loss of smell or taste; sore throat; runny nose/stuffy nose or nasal congestion; headache; nausea, vomiting, diarrhea. In Ontario, the following are added: abdominal pain; not feeling well, trouble swallowing,



Please respond at least 1 hour prior to your scheduled arrival.

1. I do not have symptoms of COVID-19 and none of the following options apply.
2. I have experienced symptoms of COVID-19 in the past 14 days.
3. I have been in close contact with someone who has tested positive for COVID-19, is suspected of having COVID-19, or who has had symptoms of COVID-19 in the past 14 days.
4. I have been diagnosed with COVID-19 in the past 14 days.

A 5th question may be asked and varies depending on jurisdiction. As of this date, December 15, 2020, this impacts the New York, Ontario, and California locations.

New York:

5. I have entered New York from a state which is not a contiguous state in the past 14 days.

Ontario locations (Sheridan Park, Laird, Ridgeway Warehouse, Training Centre, and Invicta):

5. I have arrived from international travel within the past 14 days or reside with someone who has.

California:

5. I am currently under isolation or quarantine orders.

If the individual answers “1”, they have passed and can enter the workplace.

If the individual answers with any number 2 through 5 they have not passed and are advised that they may not enter the workplace and to contact Human Resources and Workplace Safety.

In Ontario only, they should go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1.866.797.0000) to find out if they need a COVID-19 test.

7.1.2 Issuing and Monitoring of the Health Poll

The schedule for onsite workers, contractors, and guests is to be provided to facilities in advance with as much notice as possible.

Facilities will schedule the health poll to be issued electronically to all staff approved for work onsite each day. Staff only need to respond to the poll on the days they are reporting to work. The poll will include wording to encourage respondents to stay home and contact their supervisor if they report symptoms or exposure.

Facilities will review the results of the polls daily to confirm responses and will immediately report to HRBP if any illness or exposure is reported. Any personal health information will be kept confidential and will only be used for the purposes of keeping the offices and employees healthy.

If an individual shows up without having completed the electronic poll, a paper version is available upon arrival at the building. Once completed it will be scanned immediately to the Vice President Facilities and the original will be shredded.



7.2 Illness/Exposure Reporting & Follow-Up with Staff Working Remotely

Employees who work from home are not surveyed daily but may still report illness. Employees who are travelling for work such as sales, technicians, and installers are surveyed daily. In the event that a remote worker reports illness:

1. Employee reports illness to supervisor/HRBP.
2. Benefits HR Team are notified that employee is absent due to illness. If required, STD process is initiated.
3. If COVID-19 is confirmed and employee has had contact with staff, vendors, or clients in the 48 hours preceding the onset of symptoms, then contact tracing occurs.
4. If the employee can work from home, work can resume as soon as they have recovered. If employee cannot work from home, refer to **7.4 Returning to the Workplace**.

7.3 Illness/Exposure Reporting & Follow-Up for Approved Onsite Workers (IMAX Staff)

Employees who work onsite complete the health poll daily. Actions are triggered by their response to the poll question:

1. I do not have symptoms of COVID-19 and none of the following options apply.

Employee may proceed to the office.

2. I have experienced symptoms of COVID-19 in the past 14 days.
 - a. Employee does not go into the office.
 - b. HR connects with employee for more information.
 - c. If COVID-19 is suspected, a test is recommended.
 - d. If NOT COVID-19 confirmed by a negative test or doctor's note, then the employee may return to the office
 - e. If COVID-19 is confirmed or suspected, and employee has had contact with staff, vendors, or clients in the 48 hours preceding the onset of symptoms, then contact tracing occurs.
 - f. If the employee can work from home, work can resume as soon as they feel up to it.
 - g. Refer to **7.4 Returning to the Workplace**.

3. I have been in close contact with someone who has tested positive for COVID-19, is suspected of having COVID-19, or who has had symptoms of COVID-19 in the past 14 days.

- a. Employee does not go into the office.
- b. HR connects with employee for more information
- c. IF the situation meets the criteria for "close contact" (within 6 feet for more than 15 minutes), then the employee is not to come into the office pending either:
 - i. The person they were in close contact with receives a COVID-19 test that is negative, or;
 - ii. Refer to **7.4 Returning to the Workplace**.



4. I have been diagnosed with COVID-19 in the past 14 days.
 - a. Employee does not go into the office.
 - b. HR connects the employee with Benefits HR Team.
 - c. Employee may return following a negative COVID-19 test or;
 - d. Refer to **7.4 Returning to the Workplace**

5. Canadian Locations: I have travelled internationally in the past 14 days or reside with someone who has.
 - a. Employee does not go into the office.
 - b. HR reaches out to the employee to learn more about the situation and to advise the employee of any options available to them.
 - c. There is no option to reduce the 14 day quarantine time upon entering the country by taking a COVID test. (Sept. 16, 2020)

Sick leave or other compensation may be available for the time spent at home if unable to work, depending on the specific circumstances and the relevant jurisdiction.

5. New York State: I have entered New York from a state which is not a contiguous state in the past 14 days.
 - a. Employee does not go into the office.
 - b. HR reaches out to the employee to learn more about the situation and to advise the employee of any options available to them.
 - c. Travelers must either quarantine for 14 days or “test out” by testing within 72 hours of departing for NY, then quarantining for 3 days upon arrival. On the 4th day after arrival the traveler can test again and upon getting a second negative test result are no longer required to quarantine
 - d. Travelers leaving NY for less than 24 hours do not need to test before leaving or after returning to the state; however, these travelers must fill out the traveler form, and seek testing on the 4th day after returning.

Reference, November 3, 2020: <https://www.governor.ny.gov/news/no-2052-quarantine-restrictions-travelers-arriving-new-york>

Sick leave or other compensation may be available for the time spent at home if unable to work, depending on the specific circumstances and the relevant jurisdiction.

5. California Locations: I am currently under isolation or quarantine orders.

Follow advice from authority. Advice from authority may exceed IMAX protocols. In these instances, the advice of the health department prevails.



7.4 Returning to the Workplace

By default, IMAX follows CDC recommendations for return to work. Where local regulations exceed the CDC recommendations, local recommendations will be followed.

Reason for Isolation / Quarantine	When to Return to Work
COVID positive with NO symptoms	<p>Following 10 day isolation from date of first positive test for COVID-19, or last exposure to COVID-19</p> <p>Return to work is not dependent on a negative COVID-19 test result.</p>
COVID positive or suspected with symptoms	<p>At least 10 days since symptom onset <u>and</u> improvement in symptoms <u>and</u> at least 24 hours have passed since last fever without the use of fever reducing medications.</p> <p>Other symptoms of COVID-19 are improving**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation</p> <p>If you had severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.</p> <p>Return to work is not dependent on a negative COVID-19 test result.</p>
Exposure to COVID	<p>Following 14 days of quarantine after exposure, even if they test negative. (This is because the virus may still be incubating and may not have been detected by the test.)</p>
Developed symptoms of COVID	<p>At least 10 days since symptom onset <u>and</u> improvement in symptoms <u>and</u> at least 24 hours have passed since last fever without the use of fever reducing medications.</p> <p>Other symptoms of COVID-19 are improving**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation</p> <p>If you had severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.</p>



Reason for Isolation / Quarantine	When to Return to Work
	Return to work is not dependent on a negative COVID-19 test.

Local jurisdiction isolation requirements upon return from travel

Mandatory quarantine will be followed based on local jurisdiction requirements. Return to work is not dependent on a negative COVID-19 test result but does require the employee is symptom free throughout the quarantine period.

References for above table:

Morgan Lewis. *CAL/OSHA's Proposed Emergency COVID-19 Prevention Regulations Take Effect*. Dec. 1, 2020. <https://www.morganlewis.com/pubs/2020/12/caloshas-proposed-emergency-covid-19-prevention-regulations-take-effect-cv19-lf> Accessed Dec. 16, 2020.

Peel Region. Coronavirus (COVID-19) Businesses. *How to keep your employees safe and what to do if there is a case in the workplace*. <https://www.peelregion.ca/coronavirus/business/#safely> Accessed Dec. 16, 2020

New York State Department of Health. *Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure*. May 31, 2020. https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployee_returntowork_053120.pdf Accessed Dec. 16, 2020.

<http://publichealth.lacounty.gov/phcommon/public/media/mediapubdetail.cfm?unit=media&ou=ph&prog=media&cur=cur&prid=2883&row=25&start=1>

7.5 Allergies

If an employee who is required to work onsite is a known allergy sufferer and is exhibiting symptoms of allergies, a discussion will occur between the employee, their supervisor and HRBP and a decision will be made to determine if it is appropriate to bring the person back to onsite work at this time if their job task can be conducted remotely. If this is not possible and symptoms are confirmed to be allergies and not COVID-19, this will be communicated to those the person will be working with.

7.6 Workplace Onset of Illness

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, the employee will be separated and sent home immediately. They may return to work upon completing 10 days of isolation from the onset of symptoms and at least 24 hours have passed since last fever without the use of fever reducing medications OR upon receipt of a negative COVID-19 test result.



7.7 Workplace Outbreak

When there are three (3) or more cases of COVID-19 onsite in the workplace within a 14-day period, COVID-19 testing will be provided to all employees who were working onsite during the 14-day period. These will be offered at no cost to employees, during working hours. These same employees will be tested again one week later. After the first two tests, testing will be provided weekly until the workplace goes 14 days without a positive test.

7.8 Illness/Exposure Reporting & Follow-Up for Visiting Onsite Workers (Vendors/Contractors/Guests)

IMAX contractors, vendors, and guests receive the same health poll that staff do. They are encouraged to pre-register to receive the poll electronically before arriving at our premise. If they do arrive at the premise, and don't respond "1" to our survey then they will be asked to return home and told that IMAX Workplace Safety will follow up with their company safety representative.

For confirmed illness / exposure to suspect / probable / confirmed case of COVID-19 the visitor will not return to the IMAX workplace. IMAX Workplace Safety / HR will follow up with the vendor / contractor safety representative to coordinate safe return to work at IMAX.

7.8 Guests/Patrons O & O Theatre - Illness Exposure & Follow -Up

Guests / patrons of our owned & operated (O&O) theatres do not complete the health poll. In the event that an illness or exposure is reported at one of our O&O theaters:

1. The supervisor will report the potential exposure / illness to their HRBP, Workplace Safety, Regional Director of O&O, and Corp. Communications.
2. The above response team will meet to discuss any required contact tracing and communications and next steps that may be required both internally and externally.

If illness is reported prior to the ticketed showtime, IMAX will offer refund or exchange, inviting them to return when they are symptom free.

8.0 Associated Documentation

- [IMAX Infection Control Plan](#)
- [Incident/Illness Reporting and Follow-Up](#)
- [IMAX Early and Safe Return to Work Program](#)
- STD/LTD Processes – HR Benefits
- [Visitor/Visiting/Guest Policy](#)
- Guest/Patron Policy – O and O Theatres
- Guidance Sheet: Illness/Exposure Follow-Up (COVID-19)

9.0 Associated Records



- Early and Safe Return to Work Accommodation Plan
- Claim Timeline

10.0 References

- <https://www.assp.org/news-and-articles/2020/03/17/injury-illness-recordkeeping-and-covid-19-updated-osha-guidance>
- Implementing safe practices for essential workers <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- OSHA Guidance for preparing workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>
- COVID-19 Screening Tool for Workplaces (Business and Organizations) Version 1 – September 25, 2020. Ministry of Health, Government of Ontario. [Link](#)

11.0 List of Local Requirements for Reporting COVID-19 for the Workplace

11.1 US - OSHA - Recording workplace exposures to COVID-19

- OSHA recordkeeping requirements at [29 CFR Part 1904](#) mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log.
- COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all of the following are true:
 - The case is a confirmed case of COVID-19 (see [CDC information](#) on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
 - The case is work-related (as defined by [29 CFR 1904.5](#)); and
 - The case involves one or more of the general recording criteria set forth in [29 CFR 1904.7](#) (e.g., medical treatment beyond first aid, days away from work).
- Employers should also consult OSHA's enforcement memos for recording cases of COVID-19, effective [through May 25, 2020](#) and [beginning on May 26, 2020](#).
- Visit OSHA's [Injury and Illness Record keeping and Reporting Requirements page](#) for more information.
- <https://www.osha.gov/SLTC/covid-19/standards.html>
- <https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

11.2 Canada – Ontario

- Communications template for advising of possible exposure in the workplace: [Link](#)



- Conduct an incident investigation to determine if it is a workplace exposure – if so complete the **Employer's Exposure Incident wsib.ca Reporting Form - PEIR**
- <https://www.wsib.ca/en/covid-19-faqs-about-wsib-claims>
- [Contact Region of Peel, COVID Assessment Team for Workplaces: 905.799.7700](https://www.wsib.ca/en/covid-19-faqs-about-wsib-claims)

11.3 New York City

- State guidance says “Responsible Parties must immediately notify the State and local health department about the case if test results are positive for COVID-19.”
- How do I notify the City’s health department? You can email the NYC Test and Trace Corps at CovidEmployerReport@nychhc.org

11.4 Los Angeles

Specific notices to be issued to employees and contractors exposed to COVID-19 within one business day of becoming aware of the exposure:

- Possible COVID-19 Exposure Notice to Subcontractor to be communicated pursuant to California Labor Code Section 6409.6 on this form: [Link](#)
- Possible COVID-19 Exposure Notice to Employee to be communicated pursuant to California Labor Code Section 6409.6 on this form: [Link](#)

LA County Department of Public Health requests that employers call the California Department of Public Health if there are 3+ confirmed COVID-19 cases identified in the workplace in a 2-week period. Call to be made within 48 hours of becoming aware of the outbreak. Call (888) 397-3993 or (213) 240-7821. Be prepared to report the number of COVID-19 cases at the worksite, as well as names, occupations and worksites of qualifying individuals. Any subsequent laboratory-confirmed cases of COVID-19 at the worksite are to also be reported.

- http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/2020_09_04_HOO_Safer_at_Home.pdf
- [SB 1159: Employer Reporting Requirements for Employees with COVID-19 FAQ.](#)

11.5 A positive case of COVID from one of our theatre staff or customers

11.5.1 Sacramento

- 1) Immediately notify Sacramento Public Health at (916) 875-5881 if there is a known or suspected outbreak in the workplace. A workplace outbreak is defined as three or more confirmed cases of COVID-19 in a two week period. <https://emd.saccounty.net/EMD-COVID-19-Information/Documents/Implementing%20Safety%20Practices%20for%20Workplace%20Outbreak%20of%20COVID-19.pdf>
- 2) Sacramento Public Health will work with us on contact tracing among our employees and their close contacts once we report to them.
- 3) If a customer reports a positive case, we should also reach out to SPH



11.5.2 Indianapolis

- 1) There is no requirement for an employer to report a positive COVID-19 test, because in theory, the test will be reported to the Indiana Health Department and local health departments by the testing sites. However, Indiana's General Back on Track Guidelines advise employers to contact their local health department and follow CDC guidelines to monitor COVID-19 cases and deep clean the facility after a known positive case is discovered. https://www.backontrack.in.gov/files/BackOnTrack-BoT_Engine_Aug-1_update.pdf
- 2) Here are the local numbers IMAX should contact if a guest/employee tests positive for COVID-19:
 - a. Indianapolis – Marion County Health Department – (317) 221-2000
 - b. Contact Tracing Hotline – (833) 670-0067
 - c. Indiana Department of Health Epidemiology Department – (317) 233-7125
 - d. Indiana State Museum: Cathy Ferree, CEO Indiana State Museum (317) 232-1637
 - e. White River State Commission: Cathy Ferree, CEO Indiana State Museum (317) 232-1637