



Important Notes:

- Team Members are asked to report all absences to their supervisor or scheduler, following their normal department procedures.
- If any Team Member is being tested or is diagnosed with COVID-19, he/she is asked to notify the Brethren Village Human Resources office (717-581-4269) so that appropriate infection control measures can be taken as needed.
- **The guidelines below are based on our understanding of the most recent guidance from the Centers for Disease Control and the PA Department of Health. Any specific questions or concerns should be discussed with your health care provider.**
- **For Nurses, C.N.A.'s, Aides, and others who provide direct, essential care and services to Residents, guidance from the CDC and the PA Department of Health pertaining to a pandemic may differ from what is printed below. Your Administrator, Director, or Director of Nursing will inform you of guidance applicable to your role.** For example, if staffing shortages may negatively impact Resident care, a facility may consider allowing employees who are feeling well enough to work, but who do not meet all the criteria listed below, to return to work according to CDC guidelines for these specific situations.
- Symptoms consistent with COVID-19 include cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell

***"Close contact"** is defined as:

- a) being in the same household as a COVID-positive individual,
 - b) being within approximately 6 feet of a COVID-positive individual, for 10 to 30 minutes, anytime from the period beginning 48 hours before the individual showed symptoms through diagnosis,
- or*
- c) having direct contact with infectious secretions of a COVID-19 patient (e.g., being coughed on or sneezed on)

1. ALL Team Members:

- Wear a clean face mask consistently.
- Please continue to practice good hygiene, including thorough and frequent hand-washing with soap for at least 20 seconds; not touching your face; covering your mouth and nose when coughing or sneezing; avoiding unnecessary handshakes, hugging, and other touching; maintaining "social distance" of six feet from others.
- Regularly self-monitor for elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19.
- Avoid group settings and non-essential travel.

- Do not report to work if ill.
- If you develop a fever over 100 degrees or symptoms consistent with COVID-19 while at work, keep your face mask on, inform your supervisor, and leave the workplace.

2. Team Members in *close contact with someone diagnosed with COVID-19 – someone with a positive test for COVID-19 (for example, if someone you live with tests positive, or another close contact tests positive):**

Team Members providing essential care and services who cannot work from home:

- Self-monitor for at least 14 days: check your temperature daily, note if you have a cough, shortness of breath, or other symptoms consistent with COVID-19 (Brethren Village will continue to screen all those who enter our campus).
- Wear a mask and other personal protective equipment (PPE), as appropriate to job duties, at all times while at work.
- Consistently practice social distancing, maintaining a space of at least 6 feet between you and others whenever possible (if not possible, be sure to wear appropriate PPE). Practice frequent hand washing and other infection control measures.
- Stay restricted from contact with severely immunocompromised Residents (e.g., transplant, hematology-oncology) until 14 days after close contact, and only then if you are symptom-free.
- If you develop even mild symptoms consistent with COVID-19, notify your supervisor, leave work, and contact your health care provider. If your health care provider directs you to be tested for COVID, see #6 below. If your health care provider does *not* direct you to be tested, see #7 below.
- Follow additional guidance from the CDC and your health care provider.

Team Members not deemed “essential” to providing life-sustaining care and services:

- If in close contact with someone diagnosed with COVID-19, do not report to work for 14 days, and only then if symptom-free (in consultation with the supervisor, Team Members who can work productively from home should do so).

3. Team Members in *remote or infrequent* contact with someone diagnosed with COVID-19 (such as attendance at a large gathering or one-time face-to-face contact with someone who is diagnosed):

- Self-monitor for at least 14 days: check your temperature daily, note if you have a cough, shortness of breath, or other symptoms consistent with COVID-19.
- If you develop an elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19, refer to #7 below.
- Follow additional guidance from the CDC and your health care provider.

4. Team Members in *close contact with someone being tested for COVID-19:**

Team Members providing essential care and services who cannot work from home:

- Self-monitor for symptoms: check your temperature daily, note if you are having cough, shortness of breath, or other symptoms consistent with COVID-19 (Brethren Village will continue to screen all those who enter our campus).
- Wear a mask and other personal protective equipment (PPE), as appropriate to job duties, at all times while at work.
- Consistently practice social distancing, maintaining a space of at least 6 feet from others whenever possible (if not possible, be sure to wear appropriate PPE).
- Practice frequent hand washing and other infection control measures.

- Be restricted from contact with severely immunocompromised Residents (e.g., transplant, hematology-oncology) until the other individual's test results are received.
- If the other individual's test is positive, see # 2 above.
- If the test is negative (no COVID-19), the Team Member may resume his/her normal work schedule with routine infection control precautions.
- If you develop an elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19, refer to #7 below.

Team Members not deemed "essential" to providing life-sustaining care and services:

- If able to do so, stay off work and off the Brethren Village campus until the other person's test is confirmed positive or negative (in consultation with the supervisor, Team Members who can work productively from home should do so).
- If the other individual's test is positive, see # 2 above.
- The Team Member may return to work if the other individual's test is negative (no COVID-19). The Team Member should continue to self-monitor for symptoms: check your temperature daily, note if you have a cough, shortness of breath, or other symptoms consistent with COVID-19.
- If you develop an elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19, refer to #7 below.
- Follow additional guidance from the CDC and your health care provider

5. Team Members who have been diagnosed with COVID-19 (tested positive):

Team Members providing essential care and services:

- Do not report to work until at least 3 days (72 hours) have passed since "recovery" - defined as being fever-free without the use of medicine and having improvement with cough and shortness of breath - and until at least 10 days have passed since you first developed symptoms.

or

- Being fever-free without the use of fever-reducing medications, having improvement in respiratory symptoms (cough, shortness of breath), and having negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).
- Continue to follow the advice of your health care provider.

Team Members not deemed "essential" to providing life-sustaining care and services:

- Do not report to work until at least 3 days (72 hours) have passed since "recovery" - defined as being fever-free without the use of medicine and having improvement with cough and shortness of breath - and until at least 10 days have passed since you first developed symptoms (in consultation with the supervisor, Team Members who can work productively from home may do so if their health care provider approves).
- Follow the advice of your health care provider.

6. Team Members who are being tested for COVID-19:

- Stay off work and off the Brethren Village campus until the test is confirmed positive or negative.
- The Team Member may return to work if the test is negative (no COVID-19), if his/her health care provider approves returning to work. Continue to self-monitor for symptoms.
- If the Team Member is actually diagnosed with COVID-19, follow #5 above.
- Follow any additional guidance from the CDC and your health care provider

7. **Team Members who have an elevated fever (over 100 degrees), cough, shortness of breath, or other symptoms consistent with COVID-19:**
 - If any symptoms, the Team Member may not report to work and may not enter campus until fever-free for at least 3 days (72 hours) *without the use of medicine*, and until at least 10 days have passed since symptoms first appeared.
 - Follow additional guidance from the CDC and your health care provider.
 - Team Members who are able to productively work from home may do so, with *advance* permission from their supervisor. For hourly-paid Team Members, all time spent working remotely must be accurately reported, each day, to the department scheduler or supervisor.

8. **Team Members *without* symptoms, but who have been in *close contact** with someone who has an elevated fever, cough, shortness of breath, or other symptoms consistent with COVID-19:**
 - Self-monitor for at least 14 days: check your temperature daily, note if you have a cough, shortness of breath, or other symptoms consistent with COVID-19.
 - If you develop an elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19, refer to #7 above.
 - Follow additional guidance from the CDC and your health care provider.

9. **Team Members who are pregnant.**
 - Do not provide care or services to anyone diagnosed with COVID-19, being tested, or who is under watch.
 - Follow additional guidance from the CDC and your health care provider.

10. **Team Members who have traveled to a “high risk” area as defined by the CDC during the past 30 days (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>):**
 - Do not report to work or to the Brethren Village campus for at least 14 calendar days following your return to the U.S. Limit contact with others.
 - After 14 days, do not return to Brethren Village until symptom-free (you must have been symptom-free for at least 14 days, or longer if directed by the CDC and your health care provider). Symptom-free means temperature under 100, no cough, no shortness of breath, no other symptoms consistent with COVID-19.
 - Follow additional guidance from the CDC and your health care provider.

11. **Team Members who have taken a cruise or had *close contact** with someone who has taken a cruise within the past 30 days AND there was one (or more) confirmed diagnosis of COVID-19 among the ship’s passengers:**
 - Do not report to work or to the Brethren Village campus for at least 14 calendar days following your return to the U.S. or your close contact with the traveler. Limit contact with others.
 - After 14 days, do not return to Brethren Village until symptom-free (you must have been symptom-free for at least 14 days, or longer if directed by the CDC and your health care provider). Symptom-free means non-elevated temperature, no cough, no shortness of breath, no other symptoms consistent with COVID-19.
 - Follow additional guidance from the CDC and your health care provider.

12. **Team Members who have taken a cruise or had *close contact** with someone who has taken a cruise within the past 30 days AND there was NO confirmed diagnosis of COVID-19 among the ship’s passengers, and Team Members who have traveled to non-high-risk countries:**

- Do not report to work or to the Brethren Village campus for at least 14 calendar days following your return to the U.S. or your close contact with the traveler. Limit contact with others.
- Self-monitor for at least 14 calendar days upon return from travel or close contact: check your temperature daily, note if you have a cough, shortness of breath, or other symptoms consistent with COVID-19.
- After 14 days, only report to work if symptom-free (non-elevated temperature, no cough, no shortness of breath, no other symptoms consistent with COVID-19).
- Work from home if possible, or maintain at least a 6 foot distance from others, for at least 14 days. Limit contact with others.
- Do not provide direct Resident or patient care, and do not have close contact with a Brethren Village Nurse, C.N.A., or Aide, for 14 days and only then if symptom-free; your supervisor may need to assign alternate duties.
- If you develop an elevated temperature, cough, shortness of breath, or other symptoms consistent with COVID-19, do not report to work for at least 14 days and until symptom-free.
- Follow additional guidance from the CDC and your health care provider.

13. Team Members who have traveled by aircraft or other mass transit within the past 30 days AND there was one (or more) confirmed diagnosis of COVID-19 among other passengers:

- Do not report to work or to the Brethren Village campus for at least 14 calendar days following travel. Limit contact with others.
- After 14 days, do not return to Brethren Village until symptom-free (you must have been symptom-free for at least 14 days, or longer if directed by the CDC and your health care provider). Symptom-free means non-elevated temperature, no cough, no shortness of breath, no other symptoms consistent with COVID-19.
- Follow additional guidance from the CDC and your health care provider.

Revised 5/5/2020