



COVID-19; Team Member Guidelines for Reporting to Work

Revised 6/3/2020

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 immediately 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 (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) and the PA Department of Health (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>). *These guidelines are subject to change at any time, based on CDC, Department of Health, and other relevant guidance and Brethren Village policy.*
- **Any specific health-related questions or concerns should be discussed with your (the Team Member's) health care provider.**
- For Nurses, C.N.A.'s, Aides, and others who provide direct, essential health 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, under certain circumstances. 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 with appropriate personal protective equipment (PPE) and according to CDC guidelines for these specific situations. Your Administrator, Director, or Director of Nursing will inform you if guidance changes based on your role, any current COVID cases at Brethren Village, and current staffing levels.
- **Symptoms which *may* indicate an individual has COVID-19 include but are not limited to:** cough, shortness of breath or difficulty breathing, fever, chills, muscle pain or aches, sore throat, new loss of taste or smell, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea.
- **"Close contact"** as used below is defined as:
 - having direct contact with infectious secretions of a COVID-19 patient (e.g., being coughed on or sneezed on), *or*
 - being in the same household as a COVID-19 positive individual or being within approximately 6 feet of a COVID-19 positive individual for 15 minutes or more, at any time:
 - during the 2 days (48 hours) *before* the individual first showed symptoms, or
 - during the 10 day period after the individual developed symptoms.
- **As noted below in #1, all Team Members are asked to proactively take steps to help prevent the spread of COVID-19, and to keep themselves healthy and safe to work.**

1. **ALL Team Members:**

- Wear a clean face mask consistently, **both while at work and outside of work**. Consistently wear other / additional Personal Protective Equipment (PPE) as required for your position.
- Continue to practice good hygiene, including thorough and frequent hand-washing with soap for at least 20 seconds; avoiding touching your face; covering your mouth and nose when coughing or sneezing; avoiding unnecessary handshakes, hugging, and other touching.
- **Maintain “social distance” of six feet from others whenever possible – at work and outside of work - including while in offices, care bases, breakrooms, conference rooms, hallways, and elevators.**
- Regularly self-monitor for elevated temperature, cough, shortness of breath, and other symptoms consistent with COVID-19.
- Avoid non-essential group settings and gatherings.
- Avoid non-essential travel.
- **Do not report to work if ill.** Seek medical attention for symptoms consistent with COVID-19. 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):**

- If in close contact with someone diagnosed with COVID-19 (testing positive), do not report to work or to campus for 14 days from your last exposure to that individual (exposure any time during the individual's infectious period -- 48 hours prior to his/her symptom onset through the day when the individual is released from self-quarantine). You may return to work 14 days from your last exposure to the individual who tested positive only if *you* are symptom-free (in consultation with the supervisor, Team Members who can work productively from home should do so).
- 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

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.

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

- If in close contact with someone being tested for COVID-19, 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.

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

- If you test positive for COVID, please do not report to work until:
 - a) 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, shortness of breath, and other symptoms, and
 - b) 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).
- If symptom-free when tested for COVID, wait until at least 10 days have passed since you were tested before you return to work.
- Follow any additional advice from your health care provider.

6. **Team Members who are being tested for COVID-19 (before the test result is received):**

- 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 diagnosed with COVID-19 (positive test), 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, and suspect their symptoms are related to 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.

TRAVEL / VACATION / DAY TRIPS

Currently, the CDC recommends individuals stay home as much as possible and avoid all non-essential travel. This is especially important for higher-risk individuals and individuals who are currently ill.

If you must travel, it is expected you will: practice social distancing; wear a mask at all times while in public and/or with non-household members; practice good hand hygiene; refrain from touching your face and eyes.

Team Members are to notify their supervisor in advance of travel and trips as defined in items 10 through 12 below. If a Team Member does travel, the Team Member may be asked to stay off the Brethren Village campus for 14 days upon return. Please see items 10 through 12 below for more information.

10. Team Members who travel to another country :

- Do not report to work or to the Brethren Village campus for at least 14 calendar days following your return to the U.S. (in consultation with the supervisor, Team Members who can work productively from home should do so).
- Limit contact with others.
- After 14 days, do not return to Brethren Village unless symptom-free (you must have been symptom-free for at least 14 days). Symptom-free means temperature under 100, no cough, no shortness of breath, no other symptoms consistent with COVID-19.

11. Team Members who travel within the U.S. and do one or more of the following: (a) travel by airplane, ship, train, bus, subway, or vehicle shared with individuals from another household; and/or (b) stay with individuals from another household or stay in a public facility (shared rental home, hotel, motel, cruise ship, inn, lodge, bed & breakfast, etc.); and/or (c) visit a public place that does not allow for social distancing at all times (amusement park, water park, festival or fair, spa, public beach, museum, or other public site):

- Closely self-monitor for symptoms consistent with COVID-19. Continue to practice frequent hand washing and other infection control measures. Limit contact with others for at least 14 days after travel: at all times, practice proper social distancing.
- **If you and those you traveled with are *symptom-free***, you may return to work following travel, and must wear appropriate personal protective equipment (PPE) at all times while on campus. Following travel, enhanced PPE (such as gloves, goggles, face shield, etc.) may be required based on your position and level of interaction with others.
- **If you or anyone you traveled with *has symptoms*** consistent with COVID-19, do not report to work or to the Brethren Village campus for at least 14 calendar days following travel (in consultation with the supervisor, a Team Member who can safely and productively work from home should do so).
- For Team Members who have symptoms consistent with COVID following travel, if your health care provider directs you to be tested for COVID, see #6 above. If your health care provider does *not* direct you to be tested, see #7 above.
- Following travel, if you become aware you were in close contact with someone being tested or someone diagnosed with COVID-19, see #2 or #4 above.

Please note: Following travel and trips as outlined in #11, Brethren Village reserves the right to require a Team Member to stay away from work / self-quarantine for at least 14 days, based on his/her position and typical level of interaction with Residents and other Team Members.

12. Team Members who travel in their personal vehicle with only members of their own household, and stay, with only members of their own household, in a private home or other *non-public* facility, such as a private cabin or private rental home (i.e., do not use public transportation; do not travel or stay with anyone other than their own household members; do not stay in a facility open to the public; do not visit a public site or attraction):

- Upon return from travel, closely self-monitor for symptoms 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.