



## COVID-19; Team Member Guidelines for Reporting to Campus

Revised 7/21/2020

### **Important Notes:**

- Team Members are asked to report all absences to their supervisor or scheduler, following their normal department procedures.
- **If a 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. Team Members who are tested will be required to provide a copy of their test result – positive or negative - to Human Resources (all documents will be kept confidential).**
- The guidelines below are based on 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, DOH, 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.
- Definitions:
  - **"Close contact"**, as used below, is defined as –

During the 2 days (48 hours) *before* the individual first showed symptoms, or during the 10 day period after the individual developed symptoms:

- being within 6 feet of an individual who has COVID-19, for at least 15 minutes;
- providing care at home to an individual who has COVID-19;
- having direct physical contact with an individual diagnosed with COVID-19 (touching, hugging, etc.);
- sharing eating or drinking utensils with an individual diagnosed with COVID-19; or
- having direct contact with infectious secretions of a COVID-19-positive individual (e.g., being coughed-on or sneezed-on)

- **“Quarantine”** applies to individuals who have *potentially* been exposed to COVID-19 through **close contact** with someone with symptoms or who has tested positive for COVID-19. The quarantine period is 14 calendar days after your last day of exposure to someone with symptoms or to someone who tested positive for COVID-19.
  - **“Isolation”** applies to individuals who have symptoms of COVID or who have tested positive for COVID-19. The isolation period lasts until: (1) 24 hours have passed with no fever (without the use of fever-reducing medicine); (2) symptoms have improved; (3) at least 10 calendar days have passed after the day symptoms first appeared. Or, if the individual who tested positive does not have any symptoms of COVID, 10 days after the date of his/her positive test.
- **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 campus 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 campus for 14 days after the date of your last exposure to that individual (exposure any time during the individual’s infectious period -- 48 hours prior to his/her symptom onset or any time during the 10 day period after the individual developed symptoms). *Please note: You must remain off campus the longer of: 14 calendar days after the date of your last exposure to the individual who tested positive for COVID, or, if you have not been able to avoid close contact with the individual, 14 calendar days after the date the individual who tested positive is released from isolation* (the individual who tested positive will typically need to isolate for at least 10 days from the date of symptom onset and 24 hours after fever-free).
- In consultation with the supervisor, Team Members who feel well enough and can productively work from home should do so.
- You may return to campus as outlined above only if *you* are symptom-free.
- 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 due to symptoms:**

- If in close contact with someone being tested for COVID-19, stay off the Brethren Village campus until the other person's test result is received (in consultation with the supervisor, Team Members who can productively work from home should do so).
- If the other individual's test is positive, see # 2 above.
- The Team Member may return to campus if the other individual's test is negative. 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 campus until:  
(1) you are fever-free for 24 hours (without the use of fever-reducing medicine);  
(2) your overall symptoms have improved; *and*  
(3) at least 10 calendar days have passed after the date your symptoms first appeared.
- Follow any additional advice from your health care provider. Team Members with underlying health conditions are strongly advised to consult with their health care provider.

**\*\*If *symptom-free* when tested for COVID-19 per state regulations and Brethren Village policy regarding Universal Testing:** If you test positive, leave campus and wait until 10 days have passed after your test date before you return to campus. Only return if you remain symptom-free. If you develop symptoms, follow the guidance directly above in #5.

6. **Team Members who are being tested for COVID-19 due to symptoms:**

- Stay off the Brethren Village campus until you receive your test result (in consultation with the supervisor, Team Members who feel well enough and can productively work from home should do so).
- You may return to campus if your COVID-19 test is negative, as long as your health care provider approves and you feel well enough to do so. 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

**\*\*If *symptom-free* and tested for COVID-19 per state regulations and Brethren Village policy regarding Universal Testing:** You may continue to work while awaiting your test results, and if your results are negative. If you test positive, see #5 above.

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 COVID-related symptoms, the Team Member may not report to campus until:
    - (1) fever-free for 24 hours (without the use of fever-reducing medicine);
    - (2) his/her overall symptoms have improved; *and*
    - (3) at least 10 calendar days have passed after the date symptoms first appeared.
  - In consultation with the supervisor, Team Members who feel well enough and can productively work from home may do so.
  - Follow additional guidance from the CDC and your health care provider.
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.

Please visit the CDC and PA Department of Health web sites for important guidance and information regarding travel, and quarantine recommendations following travel to certain states:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Travel-FAQ.aspx>

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

**10. Team Members who travel to another country:**

- Do not report 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 the Brethren Village campus for at least 14 calendar days following travel (in consultation with the supervisor, a Team Member who can 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 campus 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.