



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

*Revised 12/11/2020*

### **Important Notes:**

- Team Members are asked to report all absences to their supervisor or scheduler, following their normal department procedures. The normal paid-time-off (PTO) policy will apply to all absences.
- **If a Team Member is being tested or tests positive for 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).**
- **Specific health-related questions or concerns should be discussed with your health care provider.**
- If a Team Member must quarantine or is in isolation: Following consultation with the supervisor, a Team Member who feels well enough and can productively work from home should do so.
- 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.*
- For Nurses, C.N.A.'s, and Aides who provide direct, essential health care 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. 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.
- Brethren Village reserves the right to require a Team Member to be off-campus, in order to help prevent the spread of COVID-19. Brethren Village may require a Team Member to stay away from campus if it is reasonable to conclude the Team Member may have been exposed to a COVID-positive individual.
- **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:
  - **“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 for a healthcare environment like Brethren Village is **14 calendar days**, starting the day *after* your last day of exposure to someone with symptoms or to someone who tested positive for COVID-19. Team Members must remain off-campus for 14 calendar days, starting the day after the date of last exposure, and may return to work, if symptom-free, on the 15<sup>th</sup> day.

Team Members who tested positive for COVID-19 within the past 3 months do *not* need to quarantine if exposed to someone else with COVID, unless the Team Member who previously tested positive develops new symptoms.

- **“Isolation” applies to individuals who have symptoms of COVID-19 or who have tested positive for COVID.** 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, starting the day *after* the date symptoms first appeared. Or, if the individual who tested positive does not have any symptoms of COVID, 10 days starting the day *after* the date of his/her positive test (the Team Member must stay off campus at least 10 calendar days, beginning the day after symptom onset or a positive test).
- **“Close contact”**, as used below, is defined as –
  - providing care to a family member, friend, or acquaintance who tested positive for COVID-19;
  - *unless all individuals were properly wearing a mask over their mouth and nose:* being within 6 feet of an individual who has COVID-19, for approximately 15 consecutive minutes or more over a 24 hour period, any time during the 2 days before the COVID-positive individual first developed symptoms, or during the 10 day period after the individual developed symptoms or was tested;
  - being in very close proximity or having direct physical contact (touching, hugging, etc.) with an individual who tested positive for COVID-19, even if for *less* than 15 minutes, or being in a crowded or poorly ventilated area with a COVID-positive individual, even if for less than 15 minutes;
  - sharing eating or drinking utensils with an individual who tested positive for COVID-19; or
  - having direct contact with infectious secretions of a COVID-positive individual (e.g., being coughed-on or sneezed-on).
- **Team Members are encouraged to assume everyone they interact with has potentially been exposed to coronavirus. ALL Team Members are asked to proactively take steps to help prevent the spread of COVID-19, both at work and outside of work:**
  - **Wear a clean face mask, over your mouth and nose, 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 at *least* 6 feet from others whenever possible – at work and outside of work - including while in offices, care bases, breakrooms, conference rooms, hallways, and elevators.** **Wearing a mask does not replace the need for social distancing.**
  - Avoid non-essential group settings and gatherings.
  - Avoid non-essential travel.
  - Regularly self-monitor for elevated temperature, cough, shortness of breath, and other symptoms consistent with COVID-19. **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.

## **Team Member Guidelines for Reporting To, or Remaining Off, Campus:**

1. **Team Members in *close contact* with someone who tested positive for COVID-19 (for example, if someone you live with tests positive, or another “close contact” tests positive):**
  - If in close contact with someone who tested positive for COVID-19, stay off campus for 14 calendar days, starting the day after the date of your last exposure to that individual. *Please note: You must remain off campus the **longer of: 14 calendar days, starting the day 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 after the date of symptom onset and 24 hours after fever-free).*

- If in close contact with someone who tested positive for COVID, the Team Member must stay off campus as outlined directly above in #1 – for 14 calendar days after last exposure - ***even if the Team Member subsequently tests negative for COVID.***
  - You may return to campus after the quarantine period 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
2. **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.
3. **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.
  - If the other individual's test is positive, see #1 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.
4. **Team Members in *close contact* with someone who was in close contact with someone else who tested positive or is being tested for COVID-19** (i.e., "contact of a contact" - the Team Member was not directly in contact with the individual who tested positive or is being tested, but rather the Team Member was in close contact with someone else who was in close contact with the person who tested positive or is being tested).
- If a Team Member has been in close contact with someone who *lives in the same household or provides care for* someone else who tested positive for COVID-19, the Team Member must stay off campus for 14 calendar days, starting the day after last exposure to his/her (the Team Member's) contact. (For example, a Team Member spends the day with a friend; the friend lives with her mother; the friend's mother tests positive for COVID – the Team Member must stay off campus for 14 days after last spending time with her friend.)
  - If a Team Member has been in close contact with someone who was in close contact with someone else who tested positive for COVID, but the close contact of the Team Member *does not live with or provide care for the person who tested positive*, the Team Member may continue working. (For example, a Team Member's child is in the same class as a student who tests positive for COVID - the Team Member may continue working, unless the Team Member or the Team Member's child has symptoms, is tested, or tests positive for COVID.)
  - If a Team Member has been in close contact with someone who has been in close contact with someone else who is being tested for COVID (has not yet received the test result), the Team Member may continue working while the "contact of a contact" is awaiting test results, as long as the Team Member is symptom-free.
5. **Team Members who have tested positive for COVID-19:**
- 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) you have been off work at least 10 calendar days, starting the day *after* the date your symptoms first began.

- 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 Routine 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 (on the 11<sup>th</sup> day) 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.
- You may return to campus if your COVID-19 test is negative, as long as your health care provider approves, you do not have another contagious illness, and you feel well enough to do so. Continue to self-monitor for symptoms. **However, if you have been in close contact with someone being tested or someone who tested positive for COVID-19, see #3 or #1 above.**
- 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 Routine 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:**

- 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) overall symptoms have improved; *and*
  - (3) you have been off work at least 10 calendar days, starting the day *after* the date your symptoms first appeared.

**OR**

- (1) until released to return to work by the Team Member's health care provider (in this case, written documentation from the health care provider must be given to Human Resources before the Team Member returns to work).

**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 / EVENTS**

**Currently, the CDC recommends individuals stay home as much as possible and *avoid* all non-essential travel.** Please visit the CDC and PA Department of Health web sites for important information regarding travel and quarantine following travel:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

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

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.

***Please note:*** Following travel and day trips, Brethren Village reserves the right to make decisions about return to work on a case-by-case basis, taking into consideration the nature of travel and the Team Member's position. Brethren Village may require a Team Member to stay away from campus for 10 days, based on the specifics of travel or the trip, the Team Member's job duties, and the Team Member's typical level of interaction with Residents and other Team Members.

**Team Members are to notify their supervisor in advance of travel and trips as defined in #10 and #11 below.**

### **10. Team Members who --**

- **travel outside the state of Pennsylvania;**
  - **travel by airplane, ship, train, bus, or subway that does not allow for social distancing at all times;**
  - **stay in a facility open to the public (hotel, motel, inn) or a shared rental home that does not allow for social distancing at all times; and/or**
  - **visit a public place or attend an event that does not allow for social distancing at all times (spa, amusement park, water park, festival, theater, crowded restaurant or bar, beach, concert, party, wedding, etc.):**
- Quarantine and do not report to the Brethren Village campus for 10 calendar days starting the day you return from travel, or 10 days following a day trip that did not allow for social distancing. **Only return to Brethren Village (return on the 11<sup>th</sup> day after travel) if you have been and remain symptom-free.**
  - *Based on current orders of the PA Secretary of Health:* In lieu of quarantining for 10 days following travel outside of PA, a Team Member may be tested for COVID-19 within 3 days (72 hours) prior to returning to PA or within 3 days after returning. The Team Member may return to work if he/she tests negative and provides documentation of the negative test to the Brethren Village Human Resources office before working. *Please note*, a Team Member must quarantine after returning to PA if awaiting his/her COVID test results.
  - **If you or anyone you traveled with, visited, or had close contact with develops symptoms of COVID-19, is being tested, or tests positive for COVID, see the applicable section in the guidelines above before returning to work.**

Effective until further notice, Team Members who:

- (1) have traveled outside Pennsylvania,
- (2) do not have any symptoms of COVID-19 upon return to PA, and
- (3) have not had close contact with anyone awaiting a COVID test result or who tested positive for COVID,

may be eligible for a COVID test through Brethren Village. A Team Member who must travel outside PA is to notify his/her supervisor *in advance*. The supervisor may then contact Jennifer Grube, 717-581-4382, to request an onsite COVID-19 test for the Team Member, to be administered when the Team Member returns from travel outside of PA.

An onsite test will be scheduled for the Team Member if appropriate (and only if the Team Member does *not* have symptoms of COVID and has *not* been in close contact with someone being tested or who tested positive), and if testing supplies and staff are available. The test must be administered *before* the Team Member actually returns to work.

If the Team Member tests negative, he/she may then return to work, as long as the Team Member remains asymptomatic and has not had close contact that puts him/her at elevated risk of contracting COVID. If the Team Member tests positive, #5 above applies.

If a Team Member is not able to be tested at Brethren Village upon return from travel, and was not tested within 72 hours prior to returning to PA or after returning, he/she will need to quarantine for 10 calendar days upon return to PA.

*Team Members who have symptoms of COVID-19, or have been in close contact with someone who may have COVID, are asked to see the applicable section above, and should contact their own health care provider.*

#### 11. Team Members who --

- ***travel within Pennsylvania;***
- ***travel in a personal vehicle; and***
- ***avoid all public facilities, places, events, and gatherings that do not allow for social distancing at all times:***
  - Closely self-monitor for symptoms consistent with COVID-19. Continue to practice frequent hand washing and other infection control measures; at all times, practice proper social distancing.
  - ***If you and those you traveled with or visited are *symptom-free*, you may return to work following travel within PA, 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 or visited has or develops symptoms consistent with COVID-19, is being tested, or tests positive:***
    - 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 who develops symptoms, is being tested, or tests positive for COVID-19, see #8, #3, or #1 above.