

## Supervisor Guidance on Dealing with Employee Health Issues

### April 15, 2020

Supervisors must evaluate the apparent health of each employee at the start of each shift and periodically throughout the day. This includes taking their temperature with a non-contact thermometer (please do your best to maintain social distancing, block air flow and disinfect the thermometer between employee tests).

Here are some questions to ask each employee each day:

- How do you feel today?
- Do you have or have you had any of the following: fever, sweats/chills, aches, difficulty catching your breath, coughing spells – since you left work yesterday?
- Is anyone in your immediate circle of family/roommates/friends/carpool partners showing any of these symptoms?
- Has anyone in your immediate circle had a positive test for COVID-19?

Here are some possible health situations and how to handle them:

**Q:** If an employee has a fever when I test them, what do I do?

**A:** Send them home, ask them to self-isolate (see below) and get tested for COVID-19 ASAP. Do not allow them back until one of these three conditions is met (also see flow chart below)

- 1) If they DO get tested, and are NEGATIVE, they can come back to work as soon as they feel up to it
- 2) If they DO get tested, and are POSITIVE for COVID-19, and they CAN be tested to see if they are still contagious: they must receive 2 consecutive NEGATIVE test results 24 hours apart to be allowed back to work
- 3) If they DO NOT get tested positive, are not tested, or test POSITIVE but then can't be tested to see if they are still contagious, **then all 3 of these things must be true:**
  - a. They exhibit no fever for 72 hours (3 days) without use of medication
  - b. They show significant improvement of respiratory symptoms if they develop any (ie - cough, runny nose, shortness of breath)
  - c. At least 7 days have passed since the start of symptoms.

**Q:** If an employee doesn't have a fever but has other symptoms similar to COVID-19, what do I do?

**A:** Send them home, ask them to self-isolate (see below) and get tested for COVID-19 ASAP. Do not allow them back until one of the three conditions above is met (also see flow chart below)

**Q:** If an employee has someone in their immediate circle test positive what should I do?

**A:** The employee should go home and self-quarantine (see below) until they can get tested for COVID-19. If they receive a negative test, they can come back to work. If they are positive, see above.

**Q:** Can/should we require employees to show a doctor's note if they've been out sick?

**A:** **NO**, at this time it will overwhelm our health system. Go back up to the basic questions above and address it that way. If they feel healthy, have had no COVID symptoms and no one in their circle has been sick with symptoms or tested positive, allow them to come back to work.

**Q:** If employees are worried about resuming work with someone who tested positive for COVID-19, what do I do?

**A:** Do your best to educate them that once they are cleared to come back to work, they are **NO LONGER CONTAGIOUS** and safe to work with. Also remind them that the precautions we are taking at work are more stringent than most home settings, and our workstations are very well separated, so they should feel very confident as long as they are following all the rules

**Q:** If employees have to car-pool together to get to work, what do I do?

**A:** They should consider their car-pool partners to be part of their "Circle of 5" and limit exposure to anyone other than their car-pool partners and immediate family members. While car-pooling, they should keep windows open, wear masks, breathe out the windows and disinfect the vehicle and all surfaces that they may touch or breath on regularly. When they get to work, they should wash hands and if possible, change masks and clothing.

### **Self-Isolation vs. Self-Quarantine:**

#### **Self-Isolation is for people who feel sick:**

- Stay home.
- Do not go to work, school, or public areas.
- Do not use public transportation.
- Separate yourself from other people in your home. As much as possible, you should stay in a different room from other people in your home. Also, you should use a separate bathroom, if available.
- Unless they receive a **NEGATIVE** test for COVID-19, self-isolation must last until the conditions listed above are met

#### **Self-Quarantine is for people who may not feel sick but know or think they've been exposed** (in close contact) with someone who has symptoms of COVID-19 or has been tested positive:

- Stay home.
- Do not go to work, school, or public areas.
- Do not use public transportation.
- People in quarantine must distance themselves from others, including at home. These people should monitor themselves for symptoms.
- Unless they receive a **NEGATIVE** test for COVID-19, self-quarantine must last for 14 days from the date of the suspected exposure.

## Employee Health Check Process Flow

