

COVID-19 Return To Work Re-Integration Plan

Address Worker with COVID-19 Symptoms / Confirmed COVID-19 Case - Single Point Lesson

Timing

Approx. 10-mins

Description

This Single Point Lesson defines actions to be taken when a worker displays symptoms of COVID-19 or if a confirmed case of COVID-19 is identified.

Objective

Provide Directors and Managers with information and tools to appropriately address worker who may have contracted COVID-19.

Instructions

This Single Point Lesson discusses the approved, proper steps for Director and Manager to follow when a worker displays symptoms of COVID-19 infection. It further identifies actions to take if a worker confirms them self as having a confirmed case of COVID-19.

Symptoms of possible COVID-19 infection

Workers displaying one or more of the following symptoms may have contracted COVID-19 and the appropriate protocol needs to be implemented immediately by the Director/Manager to protect other workers. Symptoms of COVID-19 include cold or flu-like symptoms (but are not limited to):

- Fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, and persistent loss of smell or taste)
- Visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for a list of current symptoms

Protocol to Address Symptomatic Worker

It is important to not only get the affected person the attention they need, but it is equally important to ensure the safety and health of others within the area. First and foremost, **establish and maintain correct social distancing** of at least 6 feet separation between symptomatic employee and all other personnel. Ensure they are wearing a mask

Second, arrange for the affected worker to be **transported home or to an emergency department, dependent upon severity of symptoms**.

- If employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), then outside emergency medical services are contacted.
- If employee is not in acute respiratory distress, they will be advised to go home, monitor their symptoms, contact their personal healthcare provider for further direction / advice, as needed, and meet specific criteria before returning to a Town of Hanover facility.
- Advise HR of the situation to begin illness notification

What Happens if Worker is Sent Home for Experiencing Symptoms of COVID-19

If an employee is sent home for experiencing symptoms of COVID-19, they are to monitor their symptoms, contact their personal healthcare provider for further direction / advice, as needed, and meet specific criteria before returning to a Town of Hanover Facility.

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What Happens if Worker is Sent Home for Experiencing Symptoms of COVID-19 (continued)

If a worker is sent home for experiencing symptoms of COVID-19, they should not return to the facility until they meet **ONE** of the following pathways defined below:

- Path 1:** You have been evaluated by your healthcare provider and they have determined clinically that you do not have COVID-19 and you have the appropriate note from your healthcare provider returning you to work.
- Path 2:** You can return to work after these three things have happened: You have had no fever for at least 48 hours (that is two full days of no fever without the use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough or shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared.
- Path 3:** You can return to work after these three things have happened: You no longer have a fever (without the use of medicine that reduces fevers) AND other symptoms have improved (for example, symptoms of cough or shortness of breath have improved) AND you have received two negative tests in a row, at least 24 hours apart.

In all cases, follow the guidance of your healthcare provider and local public health department.

**If a worker is determined to be a confirmed COVID-19 case,
they should notify their supervisor immediately.**

Protocol to Address a Confirmed COVID-19 Case

If a confirmed case is established, by testing or confirmed clinically by the employee's healthcare professional, initiate the following protocols:

- Confirmed COVID-19 case reporting and action protocol
- Confirmed COVID-19 case cleaning protocol

Contact Tracing – Performed by Human Resources

- HR to complete contact tracing
- Include all areas where the employee had been, including job station, restrooms, break / team room areas
- HR to talk to close contacts to verify possible exposure while maintaining confidentiality of the identity of the infected employee
- Close contacts should stay home from work and monitor their symptoms for 14 days from the date of possible exposure
- If close contacts are or become symptomatic, HR must identify the close contacts of the close contact

What is a Close Contact? – A close contact is defined as being within approximately six feet (2 meters) of a COVID-19 case for a prolonged period of time (15 minutes or more) or having direct contact with infectious secretions of a COVID-19 case (i.e., being coughed on).

Cleaning/ Disinfection

- Notify facility services to complete disinfection following the protocol of the areas the employee was in (workstation, break areas, restrooms, etc.)