



Policy #:	
Policy Name:	Exposure to Coronavirus <i>COVID-19</i> Disease response & management
Department:	Care Management Department, Quality Management, Operations Management, Agency Department, Front Desk Administrative Department
Effective Date:	
Approved:	<hr/> <div style="display: flex; justify-content: space-between;"> NAME, Executive Director Date </div>

I. PURPOSE:

The purpose of this policy is to follow the recommendation of the CDC by supplementing the Company’s existing policies and procedures pertaining to emergency preparedness and infection prevention and control, and by providing guidance on effective and legally compliant responses to reports of potential COVID-19 exposure.

II. POLICY:

The health and welfare of the Company’s employees and consumers are paramount. Blessings4Ever Home Care expects all supervisors and employees to take appropriate, lawful action in response to reports of potential COVID-19 exposure. The Employee Exposure to COVID-19, Response & Management Policy (“Policy”) should be reviewed by all employees and utilized as a guide to ensure a safe work environment and protect the health and wellbeing of Blessings4Ever Home Care staff and consumers.

III. APPLICABILITY:

Care Management Department, Front Desk Administrative Assistance, Administrative Manager, Quality Management, and Agency Department

IV. DEFINITIONS:

*2019- nCoV, Coronavirus
 CDC, Center for Disease and Control Prevention
 PUI, persons under investigations
 “health department”, the local health department
 ADA, American with Disabilities Act
 CAO, Chief Administrative Officer
 COO, Chief Operating Officer*

V. PROCEDURE:

1. Employees must immediately report any concerns regarding exposure to *COVID-19* to a supervisor, whether the potential exposure has occurred through providing consumer care, travel, assisting an ill traveler or other person, handling a contaminated object, or cleaning a contaminated environment.
2. Case Manager will send an email to the employee with *COVID-19* screening email address and/or contact number in order to schedule Telehealth appointment with nursing department.
 - a. *Telehealth: Nursing department will conduct COVID-19 screening*
 - b. *Nursing Department: Identify risk assessment tier and make recommendation*
 - c. *Nursing Department will email recommendation to case manager and copy the COVID-19 task force, human resources, and supervisor*
 - d. *Case manager will contact care provider via email or phone concerning return to work status*
3. Upon receipt of a report of potential exposure from an employee, the supervisor must take the following immediate actions:
 - a. Ascertain and fully document:
 - i. The circumstances surrounding the potential exposure as reported by the employee;
 - ii. Whether the employee is experiencing any symptoms associated with *COVID-19* as outlined in the following CDC criteria:

Clinical Features	&	Epidemiologic Risk
Fever ¹ or signs/symptoms of lower respiratory illness (e.g. cough or shortness of breath)	AND	Any person, including health care workers, who has had close contact ² with a laboratory-confirmed ^{3,4} 2019-nCoV patient within 14 days of symptom onset
Fever ¹ and signs/symptoms of a lower respiratory illness (e.g., cough or shortness of breath)	AND	A history of travel from Hubei Province, China ⁵ within 14 days of symptom onset
Fever ¹ and signs/symptoms of a lower respiratory illness (e.g., cough or shortness of breath) requiring hospitalization ⁴	AND	A history of travel from mainland China ⁵ within 14 days of symptom onset

The criteria are intended to serve as guidance for evaluation. Patients should be evaluated and discussed with public health departments on a case-by-case basis if their clinical presentation or exposure history is equivocal (e.g., uncertain travel or exposure).

- b. An employee experiencing *COVID-19* symptoms should be advised to immediately contact his or her health care provider by phone for guidance in connection with seeking medical attention.
- c. Instruct the employee to remain out of the workplace and immediately cease consumer visits, if applicable, until further notice.

- d. Contact the Chief Administrative Officer (CAO) or the Chief Operating Officer (CAO) to report the potential exposure.
 - e. The CAO or COO or responsible designee will contact the local health department (“health department”) to report the potential exposure and for an assessment regarding: (1) the employee’s exposure level; and (2) whether testing, monitoring for symptoms, voluntary quarantine, or other measures are necessary. This step may be taken in collaboration with the affected employee.
 - f. Fully document any conversations you have with the representative of the health department, including:
 - i. Name of employee affected
 - ii. Full name of the health department contacted
 - iii. Contact number for the health department contacted
 - iv. Date of contact(s) with the health department
 - v. Name/title of health department representative(s) consulted
 - vi. Description of the health department’s recommended course of action
4. Prior to taking any further actions with regard to the affected employee, the supervisor must communicate the findings and recommendations of the health department to the CAO or to the COO. They will refer the incident as needed to the safety/task force that will promptly review the case and comply with directions in accordance with applicable laws, the most recent guidance provided by the CDC, any applicable guidance, and recommendations of the local or state health agency.
5. An incident report must be completed and submitted to the Human Resources Department by the employee’s supervisor and in collaboration with the employee as soon as possible. Any incident report related to potential employee exposure to *COVID-19* must be completed as an “Employee Incident.” Any reporting of a consumer with actual or suspected exposure to *COVID-19* must complete a consumer “Incident Report” under the classification of “Infection Control Incident.”

Employees Returning to Work after Travel

Supervisors may ask employees who travel whether they have traveled to an area where a *COVID-19* outbreak has occurred. The CDC website should be consulted for the most up-to-date listing. If an employee responds to this question in the affirmative, the procedures outlined above should be followed.

Depending on your travel history, stay home for a period of 14 days from the time you left an area with widespread or ongoing community spread (Countries that have a Level 3 Travel Health Notice).

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

Confidentiality

1. All documents prepared in connection with an employee's report of potential exposure must be collected and maintained on forms separate and apart from documents in an employee's personnel file, must be maintained in an employee's confidential medical file if appropriate, and must be treated as a confidential. Likewise, if an employee voluntarily discloses that he or she may have been exposed to *COVID-19* or is at risk of exposure, this information must be kept confidential.

The following are the only exceptions to this rule:

- a. Supervisors and managers may communicate with Human Resources Department, Management and members of the *COVID-19* safety/task force as appropriate;
 - b. Supervisors and managers may be told about necessary restrictions on work duties and about necessary accommodations;
 - c. First aid or safety personnel may be told if the condition requires emergency treatment;
 - d. Government officials may access the information when investigating compliance with the ADA;
 - e. Information may be provided in connection with a workers' compensation claim; and
 - f. Information may be provided for insurance purposes.
2. Discussions about an employee's medical status with other employees, co-workers, or consumers except as permitted by this Policy are prohibited.

Absence from work or Leave of Absence under this Policy

1. Supervisors should ensure that employees are fully aware of all of the Company's policies and procedures pertaining to paid and unpaid leaves of absence, including but not limited to the Company's FMLA and PTO policies. Questions regarding these matters and issues related to compensation regarding an absence from work or while on a leave of absence from work should be directed to the Human Resources Department.
2. An employee who is: (1) temporarily unable to work or removed from work as directed by the health department or other health authority in connection with a *COVID-19* exposure, or (2) exposed to *COVID-19* and subsequently develop symptoms, will be directed to the Human Resources Department regarding the absence from work in accordance with the Company's policies. The Company will work with the affected employee to identify any further appropriate reasonable accommodations as determined including possible telecommuting.
3. Employees who are exposed to *COVID-19* in the course and scope of work may be entitled to workers' compensation benefits based on the facts and circumstances and depending on the applicable state law. Affected employees should contact the Human Resources Department for assistance.

Recommendations for the Screening and Assessment of Consumers for 2019 COVID-19

1. Recommendations for screening of consumers for possible *COVID-19* infection are based on the current knowledge of the characteristics of clinical illness observed in early cases and the geographic distribution of current cases. The symptoms appear 2-14 days after exposure of fever (100.4 degrees Fahrenheit/38 degrees Celsius, cough and/or shortness of breath).
2. Before a visit is made to the consumers, they should be screened by phone for exposure associated with risk of *COVID-19* infections (e.g., travel to China or any country deemed level 3 [see **CDC web link above**], close contact with confirmed cases or persons under investigations, PUI).
3. If a consumer meets the criteria to be classified as a person under investigation (PUI), employees should notify their immediate supervisor and have the consumer notify their attending physician. The local Department of Health must also be notified. An incident report under the category of Infection Control Incident will also need to be entered. Further care and instructions will be based on directions provided by the local Department of Health.

Returning to work criteria for employees with confirmed or suspected COVID-19

1. *Test-based strategy*. Exclude from work until the following:
 - a. Resolution of fever without the use of fever-reducing medications **and**
 - b. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - c. Negative results of an FDA Emergency Use Authorized molecular assay for *COVID-19* from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)

If the *Test-based strategy* cannot be used, the *Non-test-based strategy* may be used for determining when HCP may return to work in healthcare settings:

2. *Non-test-based strategy*. Exclude from work until
 - a. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, at least 7 days have passed *since symptoms first appeared*
 - b. **Employee with laboratory-confirmed COVID-19 who have not had any symptoms** should be excluded from work until 10 days have passed since the date of their first positive *COVID-19* diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - c. If employee had *COVID-19* ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

3. Employee will schedule a Telehealth appointment with nursing department in order to obtain clearance to return to work.

- a. Telehealth: Nursing department will conduct return to work screening
- b. Nursing Department will make recommendation for returning to work
- c. Nursing Department will email recommendation to case manager and copy the COVID-19 task force, human resources, and supervisor
- d. Case manager will contact care provider via email or phone concerning return to work status

VI. RESPONSIBILITY:

Care Management Department, Front Desk Administrative Department, Administrative Management, Quality Management, Operations Management, and Agency Department

VII. FORMS:

Incident Report Form

VIII. REFERENCES:

CDC References

IX. REVISIONS:

Date of Revision	Section Revised	Purpose of Revision
April 2020	V	COVID -19