Health Assessment and Sick Employee Guidance for Employers

Covid-19 is still a threat to our Community
Please follow the Guidelines and Ideas to reduce the spread

*Employees who appear to have COVID-19 symptoms (fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss or taste of smell) upon arrival to work or become sick during the day with COVID-19 symptoms should immediately be separated from other employees, customers, and visitors and sent home.

For Full CDC Guidance: **https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html**

If an employee comes to work with COVID-19 symptoms (fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss or taste of smell):
- Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Employees who develop symptoms outside of work should notify their supervisor and stay home.
- Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

If an employee is suspected or confirmed to have COVID-19:
- <u>In most cases, you do not need to shut down your facility.</u> But do close off any areas used for prolonged periods of time by the sick person.
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow CDC Cleaning Guidance (Located at the end of this document)

If an employee has been exposed to a COVID-19 case:
- Exposure is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time:
  - Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and call their healthcare provider.
  - Potentially exposed employees **who do not** have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
  - All other employees should self-monitor for symptoms such as fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell. If they develop symptoms, they should notify their supervisor and stay home.

What should I do if I find out several days later, after an employee worked, that they were diagnosed with COVID-19?
- **Less than 7 days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Potentially exposed employees should self-isolate and follow CDC guidelines.

When can a sick employee return to work?
- The employee has had no fever for at least 72 hours (with no fever reducing medication)
  AND
- Respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  AND
- At least 10 days have passed since their symptoms first appeared

COVID-19 Screening and Prevention:

General COVID-19 Prevention in the Workplace
- Consider options to increase physical space between employees and customers such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.
- Clean and disinfect frequently touched surfaces at least once a day.
- Consider scheduling handwashing breaks so employees can wash their hands with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Consider allowing at-home or telework options for employees who are in vulnerable populations:
    - People aged 65 and over
    - People who live in a nursing home or long-term care facility
    - People who are immunocompromised
    - People with underlying medical conditions

Cloth Face Coverings
Studies have shown people may be contagious before they show any signs or symptoms of COVID-19. The CDC recommends wearing a cloth face covering while in public to protect people around you and yourself. Surgical masks and N95s are currently in short supply and should be reserved for healthcare professionals.
- Provide masks to employees
- Require employee mask use
- Train staff on appropriate use of face coverings
    - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
    - Wash hands immediately after taking off facemasks.
    - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees

Hand Washing

- Wash your hands with soap and water for at least 20 seconds often. If hand washing is unavailable use a hand sanitizer that is at least 60% alcohol. Avoid touching your eyes, nose, or mouth with unwashed hands.
- Hand washing should especially be completed after the following activities:
    - After blowing one's nose, coughing, or sneezing
    - Before, during, and after preparing food
    - After using the toilet
    - After touching garbage
    - Before and after the work shift
    - Before and after work breaks
    - After touching objects that have been handled by customers

Temperature Checks

Employers may choose to implement temperature checks of employees. There are several methods that employers can use to protect the employee conducting the temperature screening. For full CDC guidance on employee screening visit https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

Examples to consider that incorporate these types of controls for temperature screening include:

- **Social Distancing**: Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace. Upon their arrival, stand at least 6 feet away from the employee and:
    - Ask the employee to confirm that their temperature is less than 100.4º F (38.0º C), and confirm that they are not experiencing coughing or shortness of breath.
    - Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.
    - Screening staff do not need to wear personal protective equipment (PPE) if they can maintain a distance of 6 feet.

- **Reliance on Barrier/Partition Controls**: During screening, the screener stands behind a physical barrier, such as a glass or plastic window or partition. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
- **Reliance on Personal Protective Equipment (PPE)**: Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated. Discard PPE into a trash can.

Follow the <u>CDC cleaning and disinfection recommendations</u>:
- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet the EPA criteria and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

Additional Precautions in the Workplace:
- Provide tissues and no-touch disposal receptacles.
- Place hand sanitizer in multiple locations to encourage good hand hygiene.
- Discourage handshaking.
- It currently unnecessary to change ventilation systems.

Employee Screening:
- Employers may choose to conduct health screenings for their employees. The following pages include instructions to utilize an online employee health screening, and a template of an employee screening tool that may be adopted for use by businesses. Surveys should be completed by employees prior to the start of each shift. Survey links may be emailed or paper surveys can be handed out in person.

Online Employee Screening Tool

- Employers may utilize an online health screening for their employees. To access a free online screening tool, visit https://flatheadhealth.org/covid-19-employee-screening-page/
- At the successful completion of the assessment, employees will receive a green check mark of completion. Employees may screenshot this and send it in to their employers prior to each shift.
- Please note that if employees indicate that they are experiencing COVID-19 symptoms, have been a close contact to a confirmed COVID-19 case, or have recently traveled out of state, they will receive a red "x" upon completion of the survey.

The follow email template may be utilized by employers to send out the link to the health screening assessment to all employees:

Sample Daily COVID-19 Screening Employee Email

- Subject: Daily COVID-19 Screening for Employees

  To keep you and all our employees safe, we are following Governor Bullock's Directive recommendations and requiring that every employee be assessed for COVID-19 symptoms and risk factors each day before entering our facility.

  The survey must be completed prior to your shift. You will be expected to show proof of a green check, which you will receive at the end of the survey, as a point of entry. The easiest way is to take the screening test on your mobile phone and save a screenshot.

  Regardless of survey results, if you feel that you have symptoms related to COVID-19 please contact a healthcare professional.

  The survey below should be completed on all days you are scheduled to work in our facilities.

  https://flatheadhealth.org/covid-19-employee-screening-page/

Employee Screening Tool (Template)

Employee Name:
Date:
Time In:

In the past 24 hours, have you experienced:
- Fever ☐Yes ☐No
- Cough: ☐Yes ☐No
- Shortness of breath: ☐Yes ☐No
- Sore Throat: ☐Yes ☐No
- Chills: ☐Yes ☐No
- Repeated shaking with chills: ☐Yes ☐No
- Muscle Pain: ☐Yes ☐No
- Headache: ☐Yes ☐No
- New loss of taste or smell: ☐Yes ☐No

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4° F or higher, **please do not go into work**. Self-isolate at home and contact your healthcare provider's office for direction and testing information.

Stay at home until the following occurs:
- You have had no fever for at least 72 hours (with no fever reducing medication)
  AND
- Respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  AND
- At least 10 days have passed since your symptoms first appeared

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? ☐Yes ☐No

Travelled out-of-state, either internationally or domestically? ☐Yes ☐No

If you answer "yes" to either of these questions, please do not go into work.
Contact your employer and self-quarantine at home for 14 days.