


McGuire Memorial Policy & Procedure

Department: Human Resources and Staffing Affairs

Subject: Employee Screening and Return to Work Guidelines Relating to COVID-19

Effective Date: March 31, 2020

Approval: Name: 
President & CEO

Purpose: To establish a process for active screenings of all McGuire Memorial employees and return to work criteria for employees who have tested positive for COVID-19 or had close contact to confirmed or suspected COVID-19 cases.

Policy: In an effort to maintain the health and safety of individuals and McGuire Memorial employees the following guidelines are to be implemented in relation to COVID-19 testing and authorizing employees to return to work.

Procedures:

Employee Precautions and Screening

1. Employees entering any McGuire Memorial location prior to their shift must be screened for potential exposure, symptoms identified by the Centers for Disease Control and Prevention (CDC), and demonstrate a temperature below 100°F. If the screening produces a temperature at 100°F or above, the employee must be further evaluated by a main site nurse utilizing a medical grade tympanic thermometer. Upon evaluation by the main site nurse, if the employee's temperature is confirmed to be 100°F or above, the employee is not permitted to work and must remain home and be fever-free for 72 hours without the use of antipyretic or symptom-altering medications (e.g. cough suppressants, acetaminophen, ibuprofen, etc.) prior to returning to work. Upon returning to work the employee must wear a facemask in all client care areas for the remainder of the 14-day incubation period.

Results Notification

In the event an employee becomes symptomatic, and tests positive for COVID-19, or has been exposed to someone who has tested positive or is suspected to be infected by COVID-19, the employee must notify Human Resources immediately to prevent further outbreak. McGuire Memorial will perform internal contact tracing and notify all contacts of their potential exposure as rapidly as possible.

Return to Work Practices and Work Restrictions for Employees with Confirmed or Suspected COVID-19

1. Any employee with confirmed or suspected COVID-19 must complete a contact tracing form and be screened prior to returning to work.
 - a. Test-based strategy: Exclude from work until all three criteria below are met:

- i. Resolution of fever without the use of fever-reducing medications; **and**
 - ii. Improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**
 - iii. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).
 - b. Symptom-based strategy: Exclude from work until all three criteria below are met:
 - i. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
 - ii. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - iii. At least 10 days have passed since symptoms first appeared.
 - c. Time-based strategy: For those who test positive but never develop symptoms, exclude from work until:
 - i. 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.
 - ii. If they develop symptoms, then the symptom-based or test-based strategy should be used.
- 2. If an employee was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.
- 3. After returning to work, an employee should:
 - a. Wear a facemask at all times while in the healthcare facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
 - b. Restrict or limit contact, if possible, with **severely** immunocompromised patients until 14 days after illness onset
 - c. Adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
 - d. Self-monitor for symptoms, and seek re-evaluation if respiratory symptoms recur or worsen

Return to Work Practices and Work Restrictions for Employees after Close Contact with a Person who Tests Positive for COVID-19

Look-Back Period for Close Contacts: The look-back period for people who had “unprotected prolonged close contact (within 6 feet and at least 15 minutes) will be 72 hours.

1. Allowance for Return to Work
 - a. Asymptomatic
 - i. An employee may return to work if they remain asymptomatic for 72 hours following their exposure to the person that tested positive.
 - ii. Upon returning to work they must be screened per protocol, complete a contact tracing form, and wear a facemask in all client care areas for the remainder of the 14-day incubation period.
 - b. Symptomatic
 - i. Employees who are or were symptomatic of a respiratory infection (e.g., cough, sore throat, shortness of breath, fever) at home must be cleared for return to work according to the non-test based strategy above.
2. Allowance for Return to Work when residing with a person who tests positive for COVID-19
 - a. Asymptomatic

- i. An employee may return to work if they are asymptomatic for 14 days following their exposure to the person that tested positive as well as clearance from their PCP verifying that they are free of COVID-19 and may return to work.
 - ii. Upon returning to work they must be screened per protocol, complete a contact tracing form, and wear a facemask at all times for an additional 14 days.
 - b. Symptomatic
 - i. Employees who are or were symptomatic of a respiratory infection (e.g., cough, sore throat, shortness of breath, fever) at home must be cleared for return to work according to the guidance above. Symptoms that last more than 72 hours will require testing and confirmation from their PCP indicating employee is free from COVID-19 and may return to work.
- 3. Allowance for Return to Work during an Outbreak
 - a. Employees identified as having had close contact with a confirmed case of COVID-19 at the time of an Outbreak (i.e. one or more residents or staff have tested positive for COVID-19) may remain at work and/or return to work after the close contact, under certain circumstances:
 - i. The employee is completely asymptomatic, and is carefully screened each shift per protocol.
 - ii. The employee must wear a facemask at all times for 14 days from the date of exposure.
 - iii. If the facemask will be removed in break areas in order to eat, the staff member must maintain 6 foot social distancing from other staff.
 - iv. Employees who have been exposed may remove the facemask in non-client care areas after 14 days have elapsed from the date of the exposure.