

RETURN TO WORK GUIDELINES

Calculating Exposure

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.**

Situation	Return to Work Requirements	Documentation Required to Return to Work	Benefits (if required to quarantine/isolate due to this COVID situation)
<p>Individual was exposed to a <u>confirmed</u> case of COVID</p>	<p>Wear a mask for 10 days The individual may return to the work site if they are not exhibiting symptoms or have not tested positive for COVID. They must wear a well-fitting mask for 10 days.</p> <p>We also recommend they get tested for COVID at least 5 full days after exposure (Day 6). This test will not be mandated, and verbal notification of results will be considered sufficient.</p>	<p>Regardless of Vaccination Status: None</p>	<p>N/A</p>

Calculating Isolation

Day 0 is the day you were tested (not the day you received your positive test result), OR the day of symptom onset. **Day 1 is the first full day following the day you were tested OR the first full day after the day your symptoms started.**

Note: If you develop symptoms within 10 days of when you were tested, the clock restarts at Day 0 on the day of symptom onset.

Situation	Return to Work Requirements	Documentation Required to Return to Work	Benefits (if required to quarantine/isolate due to this COVID situation)
Individual tested positive for COVID-19 or is exhibiting COVID-19 symptoms	<p>Isolate for 5 days. Stay home for 5 days. Individual may return to work after (A) at least 5 calendar days have passed since symptom onset or testing date, <u>AND</u> (B) at least 24 hours since resolution of fever without fever reducing medication <u>AND</u> (C) improvement in other symptoms for at least 24 hours.</p> <p>The individual must also wear a well-fitting mask through Day 10.</p>	<p>Regardless of Vaccination Status: NONE</p>	<p>If individual can work remotely with supervisor and Department Director approval, no benefit usage.</p> <p>OR</p> <p>Employee can use earned benefit time (i.e. sick time, personal days, vacation time)</p>

(Info below obtained/adapted from https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fyour-health%2Fquarantine-isolation.html)

What to do if exposed to COVID-19

For 10 days after your last close contact with someone with COVID-19, wear a well-fitting mask. Watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms.

If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.

If you do not develop symptoms, we recommend you get tested at least 5 full days after you last had close contact with someone with COVID-19.

If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date the test was administered). They must also wear a mask when around others for an additional 5 days.

People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

You should continue to wear a well-fitting mask around others for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period.

If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask through day 10.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

If you continue to have no symptoms, you can end isolation after at least 5 days.

You should continue to wear a well-fitting mask around others until day 10 (day 6 through day 10), settings, until after at least 10 days.

If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.

POST COVID IDENTIFICATION CLEANING PROCEDURES

Upon notification and verification that an employee, student, or client who has tested positive for COVID-19 has been on TBF premises; the Program Director or Vice President or the Vice President of Human Resources will confer with the Vice President of Finance & Administrative Services.

The Program Director or Vice President will determine the area(s) used by the infected individual and ensure the area is cleared of staff, students, and/or clients for 24 hours. Windows should be opened, if available.

The HVAC air handlers for the identified areas will be shut off until 24 hours post-cleaning.

ESS confer with TBF and the local Health Department to determine the details of the case, area(s) to be cleaned, and any special cleaning instructions. ESS will implement their enhanced disinfection process utilizing disinfectant approved by the EPA for COVID-19, disposable cleaning equipment (ex: mop heads, microfiber cloths, spray bottles, alcohol wipes, trash bags,), and appropriate PPE to clean the identified area(s). Disinfectant usage will be utilized via mopping, wiping, and electrostatic sprayer. (The electrostatic sprayer ensures that disinfectant adheres to all surfaces, including rough, uneven, and hard to reach areas). All disposable items are placed in a bag marked "COVID-19" and taken to ESS to be appropriately cleaned/discarded. Detailed ESS staff instructions are maintained in the office of the Vice President of Business Operations.

After the enhanced disinfection cleaning, the area should not be utilized for 24 hours.

ADDITIONAL TIME OFF BENEFITS RELATED TO COVID-19

Situation	Benefits
Employee is caring for an individual who has been advised by a health care provider to self- quarantine related to COVID-19 symptoms or exposure OR Employee is caring for an individual who is isolating after testing positive for COVID-19	If an individual can work remotely with supervisor and Department Director approval, no benefit usage. Any additional time off will result in use of employee’s earned paid time off benefits.
Employee is caring for their child whose school or place of care is temporarily closed (or child care provider is temporarily not available) due to COVID-19 related cleaning procedures.	If an individual can work remotely with supervisor and Department Director approval, no benefit usage. Any additional time off will result in use of employee’s earned paid time off benefits.

Refer to information sent out by Human Resources, which can also be located in the Employee Access page of our agency website here: www.thebabyfold.org/employee-access/

EMPLOYEE ASSISTANCE PROGRAM (EAP) INFORMATION

During pandemic times, employees may be experiencing extra stressors in their lives. The Baby Fold's Employee Assistance Program is available 24/7 via a toll-free phone line at 888-628-4824 or visit www.guidanceresources.com

- Click Login
- Enter user name: LFGsupport
- Password: LFGsupport1

QUESTIONS/CONCERNS:

For questions regarding individual employment circumstances, contact your Program Director or Vice President.

For general questions/concerns regarding these plans or COVID-19, please e-mail humanresources@TheBabyFold.org