

# STANDARD AND PROCEDURES

**DEPARTMENT:** ALL DEPARTMENTS

**JOB TITLE:** ALL TEAM MEMBERS

**DEPARTMENT HEAD:** ALL DEPARTMENT HEADS

**TASK:** REPORTING ILLNESS DURING COVID-19

**STANDARD:**

Team Members who are physically ill, to include but not limited to; headache, fatigue, fever, coughing, sneezing, running nose, sore throat, nausea, vomiting etc. and/or have been diagnosed with COVID-19 are to report their illness to their management team. Team Members who have had a close contact with a COVID Positive person are to report their close contact to their management team. Department head is to follow established procedures in reporting the illness and ensure Team Member is removed from work. The Team Member will then be notified when they are able to work.

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**PROCEDURES:**

**Illness**

1. Team Members are required to stay home when ill and take a PCR or Rapid test. May return to work when symptom free and with a negative test.
2. Should a Team Member report to work with visible signs of illness, management will send them home immediately and the Team Member cannot return until they receive a negative PCR or Rapid test and are symptom free. Management will provide a copy of the test to the HR COVID Response Team (Steven Thomas and Larry Dutra), who will then confirm the Team Member is clear to return to work.
3. Should the Team Member refuse to leave, contact Security to escort them out of the building and notify Team Member Relations.
4. PCR or Rapid test must be taken no later than 48 hours from onset of symptoms.
5. At no time should the Team Member report to or be sent to Cerner Occupational Health Center for treatment or evaluation.
6. Management must provide the HR COVID Response Team the Team Members name, badge, symptoms, contact number and detailing they were informed to take a PCR or Rapid test.

***Note: Team Members will be covered under the COVID protocol, where the attendance standards policy will not apply, for a maximum of 5 occurrences in the previous 12 months. If a Team Member exceeds 5 occurrences in the previous 12 months, they are still required to follow the above process. If the test results are negative, any missed time from work where benefit time (sick or personal) is not available to cover their absence, the attendance standards will apply.***

### **Team Member Diagnosed with COVID-19**

1. Team Member is required to stay home and follow medical provider advice.
2. Team Member must notify their department immediately.
3. Management does not share the name of the Team Member with anyone other than HR.
4. HR will report the positive result to authorized parties.
5. Team Member is removed from the schedule for a minimum of 5 days.
6. You must notify the HR COVID Response Team of the Team Members name, badge, vaccination status (date of vaccinations and booster), contact phone number and shift (day, swing, grave) and inform them the HR COVID Response Team will be contacting them.
7. Be prepared to share with the HR COVID Response Team who they may have been in close contact with, while at work, 48 hours prior to their first onset of symptoms, including who they may have taken a break with.
8. The HR COVID Response Team will request Security and Surveillance Coverage to determine if there were any close contacts.
9. Team Member must submit their positive test to the HR COVID Response Team.
10. Team Member will be out of work and in isolation for at least five (5) days, or per the latest prevailing CDC guidance, provide they meet the eligibility criteria for a safe return to work as determined by the HR COVID Response Team. Team Members who are immunocompromised or had a moderate or severe COVID illness (evidenced by difficulty breathing or hospitalization) should isolate for at least 10 days, based on the advice they receive from healthcare providers.
11. Team Member may be clear to return to work as early as the 6<sup>th</sup> day after their positive COVID-19 test by the HR COVID Response Team if on the 5<sup>th</sup> day or after, they confirm they are symptom free and have not had a fever for 24 hours without the use of a fever reducer. If returned on the 6<sup>th</sup> day, the Team Member may not remove their mask unless it is in the designated COVID-19 break area. This restriction will apply through the 10<sup>th</sup> day after the positive test date.
12. An exception to remove their mask prior to day 10 may be made by the HR COVID Response Team. If after completing 5 days of isolation and the Team Member has been cleared to return with a mask, the Team Member may remove their mask if they have two negative rapid antigen tests done 48 hours apart. The Team Member will be required to write the date on the antigen test, take a picture of the antigen test showing the date(s) and submit those tests to their management team. Management will forward those results to the HR COVID Response Team who will confirm if the Team Member may remove their mask.
13. After a Team Member ends isolation, if the COVID symptoms worsen or reappear within the first few weeks of returning to work, the Team Member will be required to restart the minimum five (5) day isolation period. Refer back to #11 above for return to work guidance.

### **Team Member who had prolonged contact (within 6 feet for more than 15 minutes) with a Team Member, someone outside of work or with a household member who has tested positive:**

1. If the Team Member is at work and they have symptoms, they should be sent home immediately. If home, call them immediately.
2. If the Team Member does not have symptoms they may remain at work and must wear a mask for 10 days after exposure.
3. If the close contact occurred at work the Team Member is to be informed, "You were identified as a close contact because you had prolonged contact with a Team Member who tested positive for COVID-19. If you are symptom free you main remain at work and wear a mask through (insert date; 10 days after last exposure). If you are symptomatic you must remain home." Please do not give the name of the Team Member who tested positive.
4. The Team Member must schedule themselves to take the COVID test a minimum of five (5) days

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after close contact.

5. Management must notify the HR COVID Response Team of the Team Members name, badge, vaccination status (date of vaccinations and booster), contact phone number and shift.
6. Team Members who are required to quarantine due to being symptomatic, are eligible to return to work with a negative PCR or Rapid test taken on or after the 5<sup>th</sup> day of the quarantine as long as they are asymptomatic and continue to wear a mask at work and at home as required. Test must be taken no later than 24 hours after the 5<sup>th</sup> day of contact.
7. The HR COVID Response Team will notify management when the Team Member is cleared to return to work.

***NOTE: If taking an at-home rapid test, the Team Member must write their name, badge number and date on the instruction sheet. A Picture of the test with the identifying information is to then be sent in to your management team and/or the HR COVID Response Team.***

**Manager Approval:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Director Approval:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**V.P. Approval:** \_\_\_\_\_

**DATE:** \_\_\_\_\_