Infection Prevention Guidance for Businesses and Employers: COVID-19

From:
Good Shepherd Health Care System, in collaboration with Umatilla County Public Health

To whom it may concern,

Good Shepherd Health Care System, in collaboration with Umatilla County Public Health, has created this resource packet for local area businesses and employers, "Infection Prevention Guidance for Businesses and Employers: COVID-19". Within this packet, you will find useful information on a variety of topics to help keep your employees safe through this pandemic. Please note: Mass COVID testing of employees is <u>not</u> recommended under normal circumstances. In certain situations, testing of specific employees will be recommended, however Umatilla County Public Health will provide guidance in these scenarios. The resources in this packet will help guide your organization through these difficult and confusing times, but the action steps outlined should not be seen as an obligation or requirement. However, by utilizing the below recommendations and additional resources to the best of your ability throughout your organization, we can help reduce the spread of COVID-19 and keep our community safe and healthy:

- Conduct daily health checks of employees (e.g. symptom and/or temperature screening) before they enter the facility
- Conduct a 'Restart Readiness' assessment of the workplace
  - See the CDC's "Resuming Business TOOLKIT" for more information
- Encourage employees to wear cloth face coverings in the workplace, if appropriate
- Implement policies and practices for social distancing in the workplace
- Actively encourage sick employees to stay home
- Educate employees on steps they can take to protect themselves at work and at home

Information on COVID-19 and associated recommendations/guidelines is ever changing; we recommend checking for updated information and guidelines on a regular basis. The information in this packet is current as of 8/11/2020. For up-to-date information, please visit the Oregon Health Authority (OHA) and the Center for Disease Control and Prevention's (CDC) websites. For local assistance and guidance, please contact:
Umatilla County Public Health: http://ucohealth.net or call 541-278-5432
Good Shepherd Health Care System: http://www.gshealth.org/

Thank you for remaining dedicated to our community's safety,

Good Shepherd Health Care System   **Umatilla County Public Health**
Infection Prevention and Education Departments

Table of Contents:

CONTACT TRACING PROCESS

UCo HEALTH
Building a Healthy Community

To protect the privacy of everyone we serve, we do not disclose the names, locations, employers, or other personally identifiable information.

- UCo Health receives COVID-19 laboratory results for all Umatilla County residents, regardless of where testing occurs.

- Individuals identified as positive for COVID-19 are contacted by our office and an initial interview is conducted to determine who they may have been in contact with.

- Cases are asked to quarantine for at least ten days from symptom onset/testing and until they have been symptom free for at least twenty-four hours.

- All individuals who are identified as potential close contacts receive a secondary interview to confirm exposure and advise of monitoring requirements.

- Contacts are asked to quarantine for fourteen days from the date of last exposure.

- During this time, contacts are asked to record their temperature and monitor themselves for any symptoms that may develop.

- The initial interview will always be a phone call with a real person.

- Contacts may opt in to ongoing monitoring via text or email. Otherwise, monitoring will be via phone call.

WHAT IS CONTACT TRACING?

Contact tracing stops the spread of infections by:

- Finding those who may have been exposed.
- Asking them to stay home.
- Watching for new infections.

THERE ARE 4 BASIC STEPS:

CALL
After someone tests positive for COVID-19, a public health worker calls to:
- Ask where the person has been.
- Ask who the person has been near.
- Offer information and support.

TRACE
The worker identifies and calls those who may have been exposed.

ISOLATE
The worker asks people who are infected or who may be infected to stay home and away from others.

FOLLOW UP
The worker stays in touch to:
- Make sure people are staying home.
- Watch for new cases.

Please answer the call.
If a worker calls, you'll learn:

- Symptoms to watch for.
- How to get tested if you get sick.
- How to avoid spreading the coronavirus.
- How to care for yourself and others.
- Where to find resources.

Your information will be kept confidential. Also, contact tracers never ask for:

- Your Social Security number.
- Your immigration status.
- Credit card, banking or billing information.

If someone asks for any of these, **hang up**.

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OREGON FORWARD

COVID-19
Frequently Asked Questions
For Employers

When is someone considered a "contact"?
A contact is someone who was less than six feet for more than fifteen minutes from a person confirmed or presumptive for COVID. Exposure must have occurred within the forty-eight hours prior to symptom onset.

How long are individuals diagnosed with COVID-19 required to quarantine?
Individuals diagnosed with COVID-19 are asked to quarantine for at least ten days from symptom onset/testing and until they have been symptom free for at least twenty-four hours.

How long are contacts of individuals with COVID-19 required to quarantine?
Contacts are asked to quarantine for fourteen days from the date of last exposure. Household contacts are an ongoing exposure. Therefore, household contacts must quarantine for fourteen days after the household case completes quarantine.

What action needs to be taken if my employee was exposed to a COVID-19 contact?
Contacts of a contact do not need to quarantine as COVID spreads through direct transmission.

Does my business need to close if one or more of my employees test positive for COVID-19?
An employee testing positive for COVID-19 does not immediately warrant a need for closure. However, your business may make the operational decision to close due to the number of employees required to quarantine. The most important response after an employee tests positive is that they and their contacts stay home for the full duration of their quarantine. If there are significant concerns of ongoing exposure at a business or a high volume of cases, UCo Health will work in consultation with the business to assist in next steps to prevent ongoing transmission of the virus.

What documentation does UCo Health provide individuals who are required to quarantine?
UCo Health provides a letter via mail and/or e-mail that includes the quarantine start and earliest possible quarantine end date for all individuals who are placed under monitoring. If symptoms have not resolved and additional quarantine is needed, individuals should be referred to their healthcare provider for further evaluation and any needed documentation.

Good Shepherd Health Care System's
Return to Work Criteria for Healthcare Personnel (HCP) with SARS-CoV-2 Infection*

Good Shepherd Health Care System has adopted the **symptom-based strategy** for return to work for healthcare workers for lab confirmed and/or clinically diagnosed positive SARS-CoV-2 patients. The expected return to work time frame used depends upon the HCP's severity of illness and if they are severely immunocompromised.

1. **HCP with mild to moderate illness who are not severely immunocompromised and tested COVID positive should remain under home isolation:**

   - For a minimum of 10 days *since symptoms first appeared* **and**
   - At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and**
   - Symptoms (e.g., cough, shortness of breath) have improved
   - The HCP will call their manager when the above criteria is met to return-to-work
     - If the HCP is symptomatic at 10 days, employee health may elect to refer the HCP for further evaluation
   - In addition, when you return to work, you should wear a GSHCS accepted face mask at all times while in the healthcare facility until 14 days after symptom onset

Note: HCP who are **severely immunocompromised**[1] but who were **asymptomatic** throughout their infection may return to work when at least 20 days have passed since the date of their first positive viral diagnostic test.

2. **HCP with mild to moderate COVID-like illness who are not severely immunocompromised and did not get tested for COVID-19.**

   - Remain under home isolation precaution until you are symptom-free for 24 hours
   - In addition, when you return to work, you should wear a GSHCS accepted face mask at all times while in the healthcare facility until 14 days after symptom onset

3. **HCP with severe to critical COVID-like illness should consult with their provider and with Employee Health for return-to-work guidelines.**

4. **HCP with no symptoms but tested positive for COVID-19**

   - Remain under home isolation precautions for 10 days since the date of your first positive COVID-19 test

5. **HCP with symptoms after 10 days**

   - Remain under home isolation precautions
   - Contact Employee Health for revaluation
     - Urgent Care Provider will provide clinical guidance

6. **HCP with symptoms after 10 days and again tested positive for COVID**

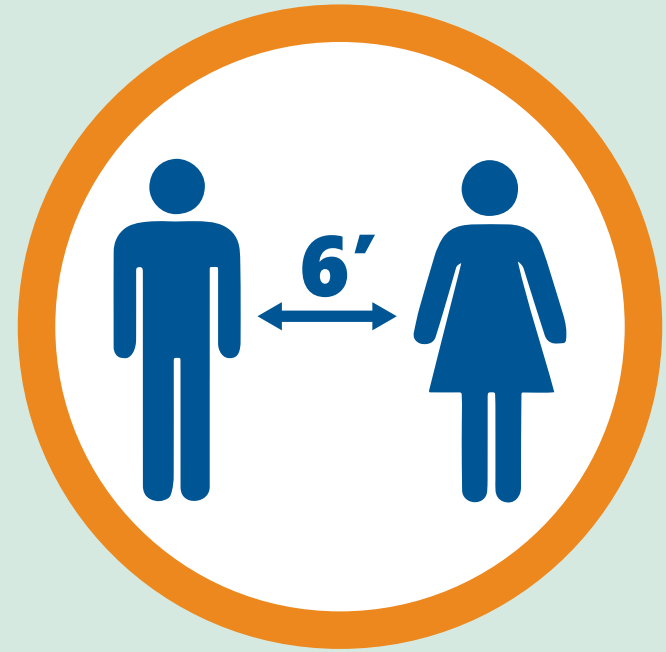   - Remain under home isolation precautions until symptoms-free for 24 hours

Going out? Stay apart.

Don't gather in groups.

Stay 6 feet away from others.

6′

Oregon **Health** Authority

OHA 2320 (05/2020)

Clean hands save lives

Oregon Health Authority

Wash your hands.

Use soap and water for at least 20 seconds.

Can't wash? Use hand sanitizer.

Use hand sanitizer made with at least 60-95% alcohol content.

You can get this document free of charge in other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsoha.state.or.us.

OHA 2320B (05/2020)

Masks, Face Shields, Face Coverings are required.

Everyone five (5) years of age and older is required to wear a mask, face shield or face covering at this location. There are no exemptions but individuals can request an accommodation to enable full and equal access to services, transportation, and facilities open to the public. Children between two (2) and five (5) years of age are strongly encouraged to wear a mask, face shield or face covering.

To request an accommodation, you can contact this business or location at the following phone number:

[Business or location is required to fill in the blank with their contact information.]

More information at www.healthoregon.org/coronavirus

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsoha.state.or.us.

OHA 2728 (07/21/2020)

Oregon Health Authority

Do you have these symptoms?
If so, go home and call your health care provider.
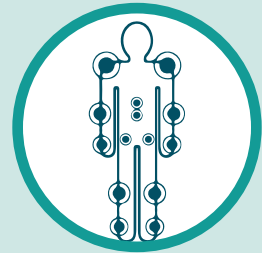
Cough

Shortness of breath or difficulty breathing

Other COVID-19 symptoms include:

Fever

Chills

Muscle pain

Headache

Sore throat

New loss of sense of taste or smell

Oregon Health Authority

CORONAVIRUS DISEASE 2019
(COVID-19)

✅ **Before**
- Eating or preparing food
- Touching your face

✅ **After**
- Using the restroom
- Coughing or sneezing
- Leaving a public place
- Handling mask
- Changing a diaper
- Caring for someone sick
- Touching animals or pets

cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus

Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:

Tos, falta de aire o dificultad para respirar

Fiebre o escalofríos

Dolor en el cuerpo o los músculos

Vómito o diarrea

Pérdida reciente del gusto o del olfato

Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa el COVID-19.

Busque atención médica de inmediato si alguien tiene signos de advertencia de una emergencia del COVID-19

- Dificultad para respirar
- Dolor o presión persistentes en el pecho
- Estado de confusión de aparición reciente
- No puede despertarse o permanecer despierta
- Labios o cara azulados

Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de atención médica si tiene cualquier otro síntoma que sea grave o que le preocupe.

Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

cdc.gov/coronavirus-es

CS-317142-G

STOP

Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
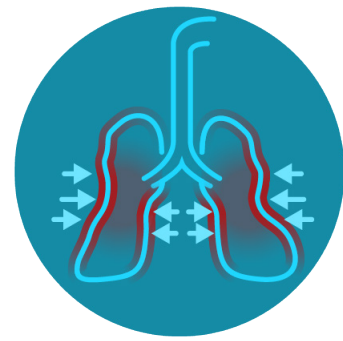Then follow-up with your supervisor.

DO NOT ENTER if you have:

FEVER

COUGH

SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS

PARE

¿Se siente enfermo?

¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su proveedor de atención médica.
Luego, póngase en contacto con su supervisor.

NO ENTRE si tiene:

FIEBRE

TOS
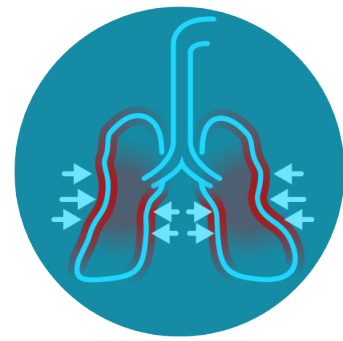
DIFICULTAD PARA RESPIRAR

CDC

cdc.gov/CORONAVIRUS-ES

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2
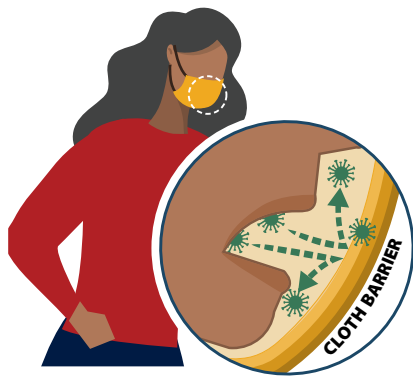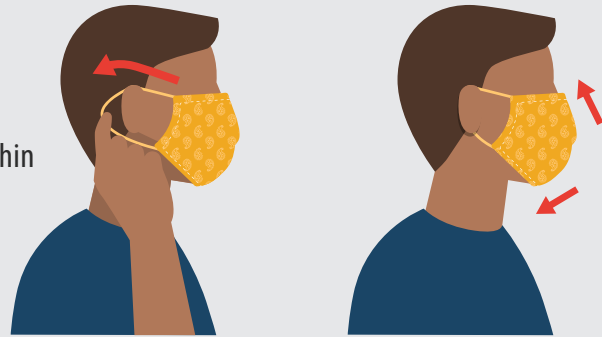
USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

CLOTH BARRIER

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

PHARMACY
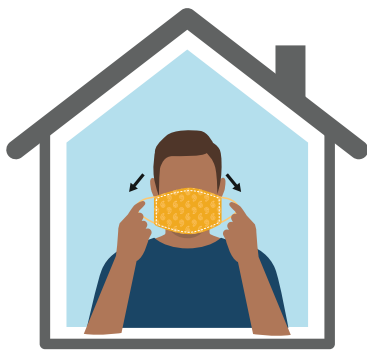
TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

cdc.gov/coronavirus

Cómo usar y quitarse una cubierta de tela para la cara de manera segura

Accesible: https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

USE SU CUBIERTA DE TELA PARA LA CARA CORRECTAMENTE

- Lávese las manos antes de ponérsela
- Póngasela de manera que le cubra la nariz y la boca y quede sujetada debajo del mentón
- Trate de que se ajuste bien contra los lados de la cara
- Asegúrese de que pueda respirar fácilmente
- No le ponga una mascarilla a un niño menor de 2 años
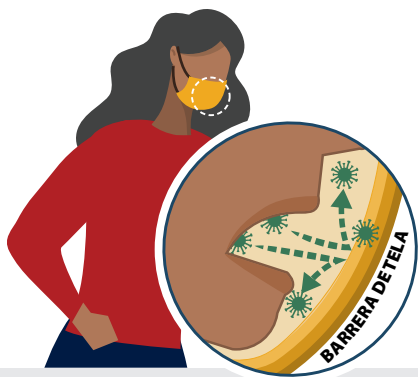
USE LA CUBIERTA DE TELA PARA LA CARA PARA AYUDAR A PROTEGER A LOS DEMÁS

- Use una cubierta de tela para la cara para ayudar a proteger a los demás en caso de que usted esté infectado, pero no tenga síntomas
- Déjesela puesta todo el tiempo que esté en un lugar público
- No se la cuelgue del cuello ni se la deje sobre la frente
- No se la toque y, si lo hace, límpiese las manos

BARRERA DE TELA

PRACTIQUE HÁBITOS DE SALUD COTIDIANOS

- Manténgase al menos a 6 pies de los demás
- Evite el contacto con las personas que estén enfermas
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos cada vez
- Use un desinfectante de manos si no hay agua y jabón disponibles

FARMACIA

QUÍTESE LA CUBIERTA DE TELA PARA LA CARA CON CUIDADO, CUANDO ESTÉ EN CASA

- Quítesela desatando las tiras que se atan detrás de la cabeza o estirando las bandas elásticas que se ponen en las orejas
- Solo toque las tiras o bandas elásticas
- Doble la cubierta de tela para la cara juntando las esquinas exteriores
- Meta la cubierta en la lavadora de ropa
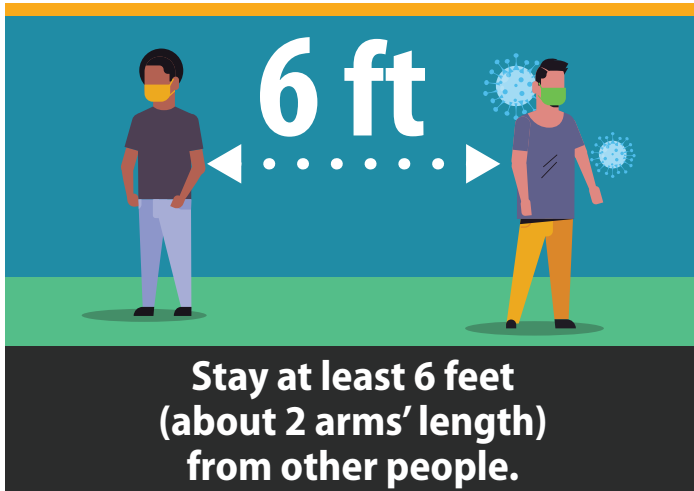- Lávese las manos con agua y jabón

Las cubiertas de tela para la cara no son mascarillas quirúrgicas ni respiradores N-95, los cuales se deben reservar para los trabajadores de atención médica y demás personal médico de respuesta a emergencias.

Para ver instrucciones sobre cómo hacer una cubierta de tela para la cara, consulte:

cdc.gov/coronavirus-es

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

6 ft

Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC

cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM

Detenga la propagación de gérmenes

**Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.**

6 ft

Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.

Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelo en la basura y lávese las manos.

Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.
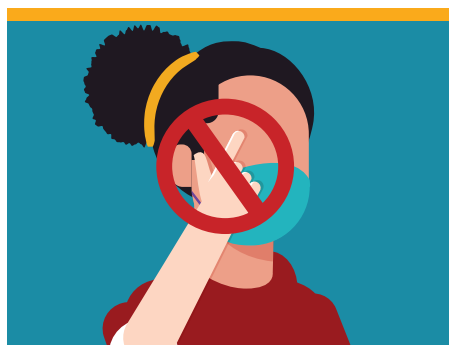
Evite tocarse los ojos, la nariz y la boca.

Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.

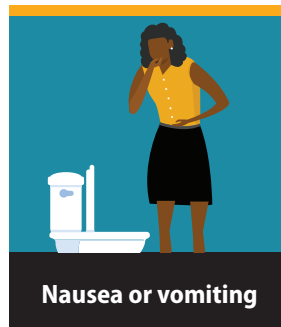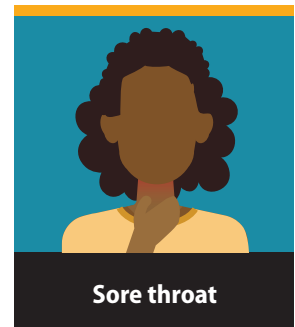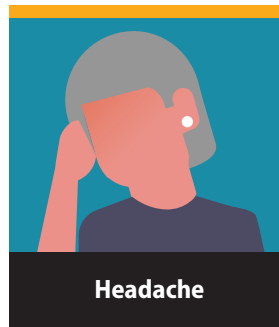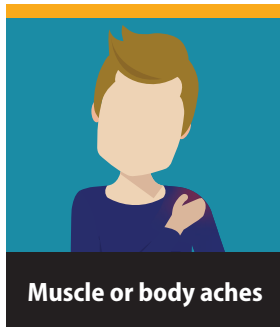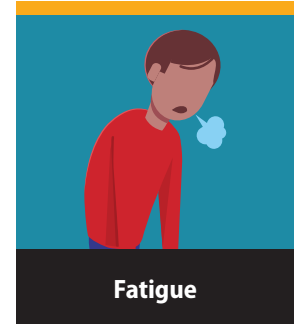**Quédese en casa cuando esté enfermo, excepto para recibir atención médica.**

Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

cdc.gov/coronavirus-es

Please read before entering.

IF YOU HAVE

Fever or Chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Please call our office before coming inside.
Clinic Phone # _____

The clinic staff may ask you to wear a mask or use tissues to cover your cough.

Thank you for helping us keep our patients and staff safe.

cdc.gov/coronavirus

Additional Resources:

Business Oregon. *Small Business Navigator-COVID 19*.
https://www.oregon4biz.com/dev/www/BOR/Coronavirus-Information/

Centers for Disease Control and Prevention (CDC), *Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020*.
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Centers for Disease Control and Prevention (CDC), *Resuming Business TOOLKIT*.
https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf

Oregon Health Authority. *Oregon General Guidance for Employers on COVID-19*.
https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf

Occupational Safety and Health Administration (OSHA), *Guidance on Preparing Workplaces for COVID-19*.
https://www.osha.gov/Publications/OSHA3990.pdf