Policy: **COVID-19 EMPLOYEE HEALTH SCREENING AND MEDICAL MANAGEMENT**

Effective Date: July 6, 2021

Screening and management of employees is an important step in managing the risk of employee exposure to COVID-19. The following guidelines outline our process for employee screening and managing employees with known or suspected cases of COVID-19.

***Employee Screening***

Employees are instructed to NOT report to work if they have signs and symptoms of COVID-19.  Employees with signs and symptoms of COVID-19 are required to immediately contact Employee Health to initiate monitoring.

HealthTrust Workforce Solutions and the COVID-19 Safety Coordinator will work collaboratively with healthcare work sites regarding employee screening. All employees are screened for COVID-19 when they enter the facility at a designated employee entrance. The following is the process in to place to screen employees:

* Screening is based on passive strategy as outlined by the CDC and includes confirmation of the following:
  + Absence of fever and symptoms of COVID-19
  + Absence of a diagnosis of SARS-CoV-2 infection in the prior 10 days, and
  + No exposure to others with SARS-CoV-2 infection during the prior 14 days
* Identification upon entry, either by badge display, badge swipe, VPro (for DHP) or clocking in, serves as attestation that no positive screening criteria are met.
* Colleagues are informed of attestation process expectations in advance from facility communications
* Signage explaining the screening process and expectations are posted at designated employee entrances

***Monitoring Employee COVID-19 Illness or Symptoms***

HealthTrust Workforce Solutions tracks all employees who are known or suspected to have a COVID-19 infection.  Our electronic tracking process includes work-related and community-acquired cases.  Employees are required to contact Employee Health within 24 hours of any of the following:

* Exposure to a suspected or known COVID-19 positive person
* Positive COVID-19 test
* Licensed healthcare professional suspects employee has COVID-19
* Loss of taste and/or smell with no other explanation, or
* Experiencing both fever (>/= 100.4 degrees) and unexplained cough with shortness of breath

PEGA is our electronic tracking system, which also produces healthcare work sites COVID-19 Log.

***Notification to Employees of COVID-19 Exposure in the Workplace***

OSHA requires employees to be notified in the event of an unprotected exposure or a potential unprotected exposure.  We notify affected employees when the following occurs:

* When an unprotected (not wearing a respirator or other required PPE) employee was in close contact with a known COVID-19 exposure for 15 minutes or longer.  Must also include the date of the exposure
* When other unprotected (not wearing a respirator or other required PPE) employees who worked in the area during the potential transmission period.  The potential transmission period runs from TWO days before the person felt sick until the time the person is isolated.  Notification must include the dates the person with COVID-19 was in the workplace during the potential transmission period and the location where the exposure occurred

Notification will not include the subject name or any identifiable information.

***Medical Removal***

Employees who meet the following criteria are removed from work and placed into quarantine/isolation:

1. Positive COVID-19 test
2. A licensed healthcare professional suspects employee has COVID-19
3. Loss of taste and/or smell with no other explanation
4. Experiencing both fever (>/= 100.4 degrees) and unexplained cough with shortness of breath

On a case by case basis, an employee may be able to continue working remotely while in quarantine.

**Testing**

1. ***Negative Test***

Employees placed in quarantine based on (#2 - #4 above) are provided a polymerase chain reaction (PCR) test at no cost to the employee.  If the test is negative, the employee may return to work immediately.

1. ***Positive Test***

If the PCR test results are positive, an employee in quarantine may return to work as follows:

* At least 10 days since symptoms first appeared
* At least 24 hours with no fever without fever-reducing medication
* Other symptoms of COVID-19 are improving

1. ***Test Refusal***

If the employee refuses to take the PCR test, we continue to keep the employee removed from the workplace consistent with the above Positive Test section requirements.  We are not obligated to provide medical removal protection benefits.

Absent undue hardship, we consider reasonable accommodation for employees who cannot take the test for religious or disability-related medical reasons, consistent with applicable non-discrimination laws.

1. ***Close Contact testing***

If we remove an employee after notification of close contact in the workplace to a person who is COVID-19 positive, the employee is assessed for symptoms of COVID-19.  Employees with a close contact that is asymptomatic, may continue to work as long as they remain asymptomatic.  Employees will follow universal masking precautions and guidelines, and self-monitor for the development of symptoms.  Any development of symptoms should be reported to Employee Health.

*For* symptomatic close contact, the employee will receive a COVID-19 test and be required to leave work and remain out of work while symptomatic.  If test results are negative, the employee will follow non-COVID-19 protocols for return to work.  If test results are positive, the employee will follow the symptom-based return to work algorithm which requires the following before return:

* 10 days since the start of symptoms
* No fever for at least 24 hours without the use of antipyretics
* Improving symptoms

***Vaccination and Removal\***

We are not required to remove employees who were in close contact in the workplace with a person who is COVID-19 positive if the employees do not experience a recent loss of taste and/or smell with no other explanation or do not experience both fever equal to or greater than 100.4 degrees and new, unexplained cough associated with shortness of breath and:

* Are fully vaccinated (i.e. 2 weeks or more following the final dose), or
* Had COVID-19 and recovered within the past 3 months

***Medical Removal Protection Benefits***

When an employee is allowed to work remotely or in isolation, the employee continues to receive their regular pay and benefits they would have receive had they not been absent from work.  This applies to both work-related and community-acquired COVID-19.

While an employee is in quarantine and unable to work remotely or in isolation, the employee continues to receive their benefits and regular pay up to $1,400 per week until the employee is cleared to return to work.  This applies to both work-related and community-acquired COVID-19.

The payment obligation for Medical Removal Protection Benefits (MRPB) is reduced by the amount of compensation that the employee received from any other source.

When an employee returns to work following a COVID-19-related removal, the employee will not suffer any adverse action as a result of that removal and must maintain all employee rights and benefits, including the right to their former job status, as if the employee had not been removed.

***Return to Work***

A decision regarding an employee’s return to work after a COVID-19-related workplace removal in accordance with the guidance from a licensed healthcare provider or CDC guidelines.