COVID-19 TOOLKIT

FACTS.
OVER FEAR
COVID-19

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COVID-19 FAQs

WHAT IS COVID-19?

- COVID-19 is a respiratory illness caused by a new strain of coronavirus.

THE SYMPTOMS OF COVID-19 INCLUDE:

- Fever
- Cough
- Sore throat
- Difficulty breathing
- Chills
- Muscle pain
- New loss of taste or smell
- Some people may have COVID-19 but show no symptoms.
- For a current list of symptoms, please visit the CDC website.

HOW DOES COVID-19 SPREAD, AND WHAT CAN I DO TO PREVENT IT?

- The virus that causes COVID-19 spreads person-to-person through respiratory droplets produced from a cough or sneeze. It can also spread through a contaminated surface, but this is not the main way it spreads.
- You can help prevent the spread of COVID-19 by:
- Avoiding contact with sick people
- Covering your cough or sneeze
- Frequently washing your hands
- Avoid touching your eyes, nose and mouth
- Staying home when you are sick
- Cleaning and disinfecting high-touch surfaces with a regular household cleaning spray

WHO IS AFFECTED BY COVID-19?

- People of all ages can contract COVID-19. Young and healthy individuals may have no symptoms or simply feel like they have a cold.
- Groups most seriously impacted include:
- Individuals ages 60 and older
- Individuals with chronic diseases such as diabetes, heart disease, kidney disease
- Individuals with compromised immune systems
- These groups account for the majority of virus-related deaths.

HOW IS COVID-19 DIAGNOSED?

- Nasal Swab PCR testing
  - Checks for the presence of COVID-19 DNA in the respiratory tract
  - Indicates if the person currently has the disease or within the last 10 days
  - It is possible that a person can have a negative result today yet in a few days develop the COVID-19 infection and have a positive test if they are in contact with an infected person and incubating the disease
- Antibody Serology testing
  - Blood test checks for antibodies to COVID-19
  - Measures past presence of COVID-19 infection
  - Indicates the presence of antibodies, which might indicate immunity to the disease

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COVID-19 IN THE WORKPLACE

WHAT IMPACT WILL COVID-19 HAVE ON COMPANIES?

- Due to COVID-19, companies may experience increased worker absenteeism due to illness, the need to care for sick family members and school closures.

- The virus has caused some changes in commerce patterns, such as shoppers migrating toward unusual hours to avoid contact with the virus.

WHAT ACTIONS CAN WE TAKE TO PROTECT OUR WORKFORCE?

These precautions can be taken:

- Encourage and enforce the need for sick employees to stay home

Consider loosening your policy regarding needs for sick notes because:

- Sick note requests can overwhelm clinics

- Clinic visits can disrupt social distancing efforts

Don't require that workers get tested for COVID-19 due to:

- A shortage of testing supplies

- A negative COVID-19 test doesn't guarantee that the individual doesn't have the COVID-19 infection

Don't send travelers to high-risk areas or passengers on cruise ships for a return-to-work exam

- Return-to-work exams can't determine if they are or are not infected with COVID-19

- Send these travelers home to self-quarantine for 14 days

WHAT DO I DO IF A SICK EMPLOYEE SHOWS UP TO WORK?

Follow these steps:

- Send them home immediately

- Advise them to call their primary care provider for further instructions

- Do not require they get COVID-19 testing

- Advise coworkers against significant contact (standing within six feet of the sick individual)

WHAT STEPS SHOULD WE TAKE IF AN EMPLOYEE HAS COVID-19?

- Keep it confidential. This is required by the Americans with Disabilities Act (ADA). Inform close contacts of the sick employee that they may have been close to someone with COVID-19. Direct these employees to the Department of Health webpage.

WHEN CAN A SICK WORKER RETURN TO WORK?

Sick employees can return to work when all three of these criteria are met:

- At least three days (72 hours) have passed since they have not had a fever without the use of fever-reducing medications such as Tylenol

- There is an improvement in their respiratory symptoms (less coughing, improved shortness of breath)

- At least 10 days have passed since their symptoms first appeared

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WHAT IMPACT HAS COVID-19 HAD ON FEDERAL REGULATIONS?

- **Department of Transportation (DOT)**
  On March 18, The Federal Motor Carrier Safety Administration (FMCSA) issued an expanded national emergency declaration. The order provides hours-of-service regulatory relief to commercial vehicle drivers transporting emergency relief for COVID-19, including fuel and raw materials needed to manufacture essential supplies.

- **Medical Exams** The FMCSA is waiving medical exams and certification requirements for commercial driver license (CDL), commercial learner's permit (CLP) and non-CDL holders, if they have proof of a valid medical certification that was issued for 90 days or longer and expired on or after March 1, 2020. FMCSA Extended and Expanded Emergency Declaration

- **Drug Testing** If an employee refuses to complete a drug test, it is the employer's responsibility to evaluate the circumstances and determine if the worker's actions should be considered a refusal. The Department of Transportation (DOT) recommends employers be sensitive to workers who may not feel comfortable visiting a clinic or collection site because of COVID-19 concerns.

- **Service Agents** The DOT recognizes that service agents such as collectors, maintenance, repair and operating supplies personnel (MROs), breath alcohol technicians and substance abuse professionals (SAPs) may not be able to find the necessary resources to meet their re-qualification requirements. In this event, the DOT is considering these service agents qualified per Part 40 to continue providing services while this policy is in effect. DOT COVID-19 Drug & Alcohol Testing Statement of Enforcement Discretion for Substance Abuse Professionals and Service Agents

Recordkeeping

OSHA has published new guidance beginning on May 26, 2020, requiring all employers to record COVID-19 cases that are:

- Confirmed by at least one positive test

- Work-related

- Causing employees to seek medical treatment beyond first aid, resulting in lost workdays, restricted duty or loss of consciousness or death

These new requirements replace earlier guidance that did require recordkeeping of cases for general industry.

OSHA Issues Guidance Clarifying Recording Obligations for COVID-19 Cases

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Fit Testing

The Occupational Safety and Health Administration (OSHA) recommends that employers supply respirators for health care workers who provide direct care to patients who may have COVID-19. This includes respirators such as:

- N99 or N100 face masks that contain a filtering face piece
- Powered air-purifying respirators
- Reusable elastomeric respirators with appropriate filters or cartridges

It is also recommended that health care employers change from a quantitative fit testing method to a qualitative fit testing method to preserve the integrity of N95 respirators. If there is a shortage of N95s, please check with the manufacturer for recommendations on masks that fit similarly to fit tested masks. Temporary Enforcement Guidance – Healthcare Respiratory Protection Annual Fit-Testing for N95 Filtering Facepieces During the COVID-19 Outbreak

Expanded Temporary Enforcement Guidance on Respiratory Fit-Testing for N95 Filtering Facepieces in All Industries During the Coronavirus Disease 2019 Pandemic

Additionally, the suspension of annual fit testing requirements for health care workers is extended to include all industries.

Spirometry

Spirometry for employment exams has been suspended until further notice. Spirometry not performed on an employment examination will be waived until next year's examination.

Regulations are updated on an ongoing basis as more is learned about COVID-19.

REOPENING
GUIDANCE

GUIDANCE FOR BUSINESS REOPENING DURING COVID-19

EMPLOYEE EDUCATION

- Provide education on COVID-19 and its symptoms
- Encourage self-monitoring
- Ask employees who feel ill to stay home
- Create steps to report illness at work and return home quickly
- Encourage hygiene practices, such as frequent hand washing and covering coughs and sneezes
- Replace handshakes with contactless greetings
- Discourage sharing workspace, tools and other items
- Follow social distancing guidelines

COMPANY POLICIES

- Provide flexible sick leave policies, such as not requiring a doctor's note and providing permission to stay home with sick family members
- Encourage working from home when possible
- Replace face-to-face meetings with video conferencing
- Stop nonessential travel
- Stagger shifts to reduce on-site employees at any given time
- Clearly communicate response plans and expectations

WORKPLACE PREPARATION

- Provide soap and water or 60% alcohol-based hand sanitizer, along with tissue and trash receptacles
- Distance workspaces or add physical barriers, such as plexiglass, between desks
- Close gathering and eating areas
- Create a designated traffic flow, including an entry and exit
- Avoid handling credit or ID cards for transactions and create privacy for verbalization of card numbers

CLEANING PRACTICES

- If an employee in the workplace is ill, close off their work area, open windows and doors to increase air circulation and wait 24 hours before cleaning when possible
- Wear disposable gloves and gowns while cleaning and wash hands immediately after removing protective equipment
- Disinfect common spaces routinely, including offices, bathrooms, common areas and shared electronic equipment
- Disinfect high-touch surfaces, including tables, door knobs, light switches, handles, desks, phones and keyboards
- Clean hard surfaces with soap and water and disinfect using a household bleach solution (five tablespoons of bleach per gallon of water), a 70% alcohol-based solution or a regular household cleaner
- Remove objects with soft surfaces from the workplace to avoid difficult cleaning areas

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EMPLOYEE SCREENING GUIDE

SCREENING BEST PRACTICES

- Identify which entrances in your building(s) will be staffed by a screener.
- Place signage to specify which entrances will and will not be staffed by a screener.
- The screening station should be placed in an area that creates a flow among employees entering the building, while maintaining social distancing guidelines.
- Leaders should work together to provide staggered start times for employees and provide education on the importance of these screening checks in our COVID-19 prevention efforts.
- Screenings should be conducted all day. An employee should be screened each time they enter the building by following the process detailed below.

REQUIRED MATERIALS

- Thermometers
- Alcohol wipes (to clean thermometers between each screening)
- Masks for all the screeners

Also needed:

- Instructions for employees who do not pass a screening
- A tracking log for documenting employees with temperatures of 100.4 degrees or higher
- Floor tape or a similar item to create a visual cue for maintaining social distancing

PROCESS FLOW

1. Employees enter the designated screening area and check-in at the screening station.
2. A screener completes a temperature check.
3. If an employee does not pass the check (with a temperature of 100.4 degrees or higher), they should be sent home. Employees who are sent home should notify their supervisor by phone, email or text to advise them they will not be working.
4. The screener cleans the thermometer as recommended by the manufacturer (described below).
5. The screener documents any employee who does not pass the temperature check on the screening log.

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WHEN CAN AN ILL WORKER RETURN TO WORK?

- A sick employee without a connection to COVID-19 may consider returning to work after 3 fever-free days have passed without the use of fever-reducing medications such as Tylenol AND

- There is improvement in their respiratory symptoms such as less cough and improved shortness of breath AND

- At least 10 days have passed since their symptoms first appeared, and symptoms have not worsened or expanded

- Employees in contact with others with COVID-19 or who have traveled to high risk areas / cruise ships, need a 14 day self-quarantine.

CAN WE TEST EMPLOYEES FOR COVID-19 ANTIBODIES?

- Testing was approved through emergency process

- There is only a 40% chance that a positive antibody test means immunity

- Antibodies should not be used to decide on individual immunity. Additional research is needed.

- The Americans with Disabilities Act (ADA) does not allow the requirement for antibody/serology testing before allowing employees to enter the workplace. Nasal swab testing for COVID-19 is allowable under ADA.

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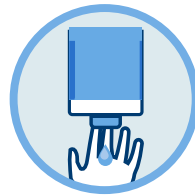HEALTH

WORKPLACE
BEST PRACTICES

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ATTENTION

Please Follow Social Distancing Guidelines

Maintain 6 feet from others when possible. Thank you for helping us keep healthy.

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COVID-19 Protect Yourself
& Clean Hands Often

**Use clean
running water**

**Apply
soap**

**Lather soap for
at least
20 seconds**

**Scrub backs of
hands & between
fingers**

Rinse

**Dry with a
clean towel or
air dry**

**Use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces
of your hands and rub them together until they feel dry.**

Slow the spread & protect others

- **Avoid touching your eyes, nose and mouth**
- **Cover coughs and sneezes**
- **Throw used tissues in the trash**

- **Clean and disinfect frequently**
- **Avoid close contact with others**
- **If you are sick, stay home**

Source: Centers for Disease Control and Prevention

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HOW TO PROPERLY WEAR A FACE MASK

1
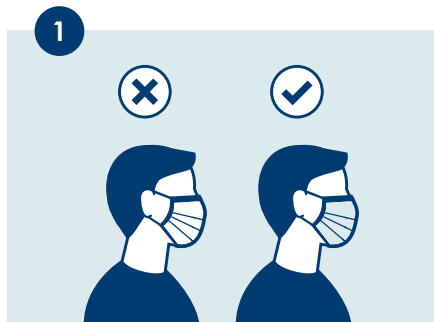
ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS

2

SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS

3

PRESS THE METALLIC
STRIP TO FIT THE SHAPE
OF THE NOSE

4
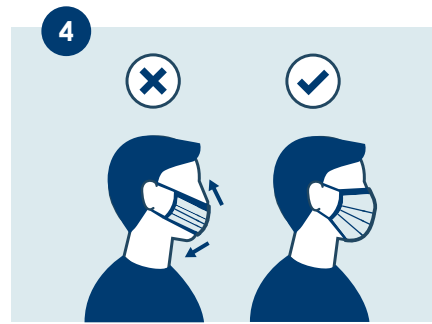
COVER MOUTH
AND NOSE FULLY MAKING
SURE THERE ARE NO GAPS

5

DO NOT TOUCH THE
MASK WHILE USING IT,
IF YOU DO
WASH YOUR HANDS

6

REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS

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EXPERIENCING COVID-19 SYMPTOMS?

IF YOU

Have been exposed to someone with COVID-19 within the last 14 days

and/or

Have the following symptoms

WORK   COMMUNITY   TOUCH

FEVER   COUGH   SORE THROAT   CHILLS

DIFFICULTY BREATHING   MUSCLE PAIN   NEW LOSS OF TASTE OR SMELL
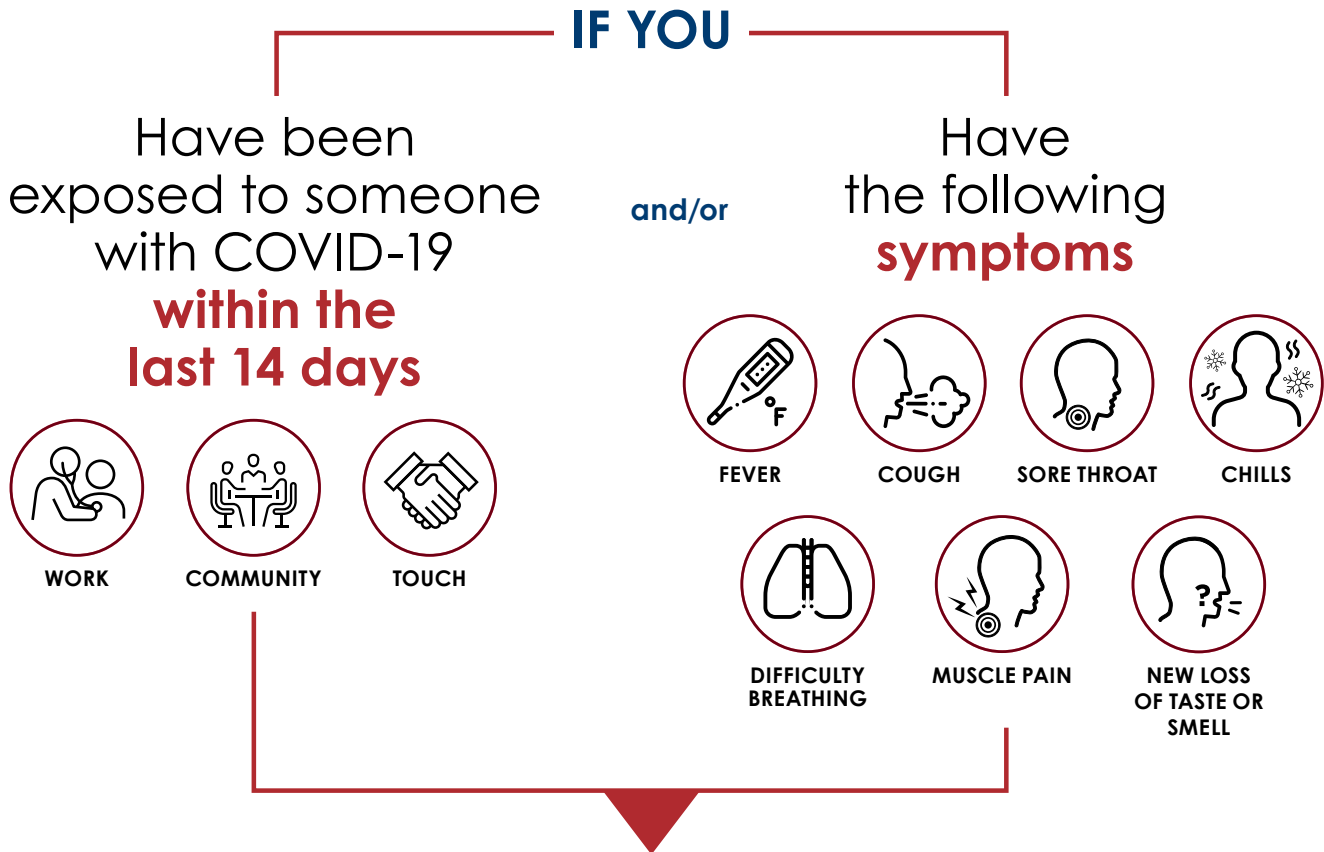
Please call your local Sanford Health clinic at

to speak with a health care provider.

Please notify work of your status by calling

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REQUIRED EMPLOYEE TEMPERATURE MONITORING LOG

Date: _____

- All employees are required to have their temperature taken prior to beginning their shift.
- The screener should document employees with a temperature of 100.4 degrees or higher using this form.
- An employee with a temperature of 100.4 degrees or higher should be sent home, and they should notify their supervisor that they will not be working.

Employee Name & Job Title Record employees with a temperature of 100.4 degrees or higher.	Record Temperature If temperature is 100.4 degrees or higher, exclude from duty and send home.	Screener Initials	Comments

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RESOURCES

COVID-19 RESOURCES

REGULATORY	**STATE**
CDC	Iowa
DOL	Minnesota
DOT	North Dakota
FMCSA	South Dakota
OSHA	

CONTACT US

OccMed Phone Number (888) 600-2378

occmed@sanfordhealth.org

VIRTUAL CARE RESOURCES

Contact our toll-free number to learn more about telehealth options including enrollment information for the OccMed COVID-19 Line.

ONLINE

Sanford Health Coronavirus (COVID-19) Information

Occupational Medicine