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COVID-19 EMPLOYEE INFECTION CONTROL PLAN

Management Guidance

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Covid-19 Business Isolation @
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CDC Quarantine Scenarios @
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

I. SIGNS AND SYMPTOMS RELATED TO COVID-19

- Fever or Chills
- Fatigue
- Cough (typically a dry cough)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How COVID-19 Compares With Other Illnesses

What does being sick with COVID-19 look like compared with a cold or the flu? Check what types of symptoms show up for each illness and how often in the chart below.

	COVID-19		COLD/UPPER RESPIRATORY INFECTION		ALLERGIES/HAY FEVER		INFLUENZA	
	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?
Fever	✓	Common	✓	Rare			✓	Common
Fatigue (Tiredness)	✓	Common	✓	Sometimes	✓	Sometimes	✓	Common
Dry Cough	✓	Common			✓	Sometimes	✓	Common
Difficulty Breathing	✓	Severe			✓	Sometimes		
Aches and Pains	✓	Sometimes	✓	Rare			✓	Common
Sneezing			✓	Common	✓	Common	✓	Sometimes
Runny Nose	✓	Sometimes	✓	Common	✓	Common	✓	Sometimes
Stuffy Nose			✓	Common	✓	Common	✓	Sometimes
Watery Eyes					✓	Common		
Sore Throat	✓	Sometimes	✓	Common			✓	Sometimes
Diarrhea	✓	Sometimes					✓	Rare

II. Employee with COVID-19 Symptoms:

In accordance with the CDC Recommendation, for employees with COVID-19 symptoms, who have been directed to self-isolate by their physician. (Please refer to [Section IV for applicable Worker's Compensation Reporting Requirements.](#))

A. No Test Ordered or Available to Employee:

Employees with COVID-19 symptoms, who are not able to receive a test, and are directed to care for themselves at home by their healthcare professional, may discontinue isolation (and return to work) under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 7 days have passed *since symptoms first appeared*, **and**
- completed and submitted a COVID-19 Return to Work Questionnaire that has been approved by the Village Administrator.

B. Test Ordered/Received for Employee:

Employees who have COVID-19 symptoms, and were able to receive a test, and were directed to care for themselves at home may discontinue isolation, and return to work under the following conditions:

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least one nasopharyngeal swab specimen, **and**
- completed and submitted a COVID-19 Return to Work Questionnaire that has been approved by the Village Administrator.

C. Positive Test Result for Employee:

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when:

- at least 7 days have passed since the date of their first positive COVID-19 diagnostic test, **and**
- have had no subsequent illness provided they remain asymptomatic, and
- completed and submitted a COVID-19 Return to Work Questionnaire that has been approved by the Village Administrator.

Note: For 3 days following discontinuation of isolation, the employee **must** continue to limit contact (stay 6 feet away from other employees and the public) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a cloth mask. The covering does not refer to a medical mask or respirator.

III. COVID-19 EMPLOYEE SCENARIOS:

A. Employee Starts Feeling Sick (At Home or Work):

1. Employee must notify supervisor. Stay Home and call supervisor or call supervisor if at work and go home.
2. Supervisor to advise employee to seek guidance from their physician, and to follow the protocol as set forth in Section II accordingly.
3. Supervisor will conduct a follow-up interview the employee by phone and obtain information regarding all individual they had been in close contact with (within six (6") for feet for greater than 10 minutes) since the onset of symptoms, complete necessary Worker's Compensation Report Forms in accordance with Section IV, and relay to that information to the Department Director.
4. Department Director to contact the Infection Control Officer for direction (if needed).
5. Any employee identified as having had close contact (**who exhibits COVID-19 symptoms**) will be sent home following same guideline.
6. Any employees identified as having had close contact (**who does not exhibit COVID-19 symptoms**) may continue to work, in accordance with Section III.B.
7. Supervisor to contact the affected employee daily to monitor status, in accordance with the CDC guidelines in Section II. Status should be recorded in a log that will be kept confidential and in a secured location within the employee's department.
8. The criteria set forth in Section II, is to be used for return purposes, with the employee submitting the COVID-19 RTW Questionnaire for review and approval by the Village Administrator prior to returning to work.
9. Employee should contact the Assistant Village Administrator for guidance on use of leave time.

B. Employee has had close exposure to an individual (within six (6') feet for greater than 10 minutes) **who has tested positive for COVID-19 or who is awaiting test results.**

1. Employee should call supervisor immediately.
2. Supervisor should interview the employee by phone and obtain information of all contacts that were within six feet of the employee for greater than 10 minutes. The supervisor will also ask if the employee is displaying symptoms of any type.
3. Supervisor should complete necessary Worker's Compensation Report Forms in accordance with Section IV and notify the Department Director.
4. Department Director to contact the Infection Control Officer (if needed).

5. If the employee has any signs or symptoms related to COVID-19, they should contact their physician and following the protocol in Section II.
6. If the employee is **not experiencing any signs or symptoms** related to COVID-19:

a. Essential Workers (Sworn Police Officers & Public Works Personnel):

In accordance with the CDC Return to Work (RTW) Guidelines for essential critical workers who have been exposed to COVID-19. Bloomingdale Sworn Police Officers and Public Works Personnel will continue to work and follow the following RTW Guidance protocol:

1. Take your temperature before work. (If a fever of 100.0 F or greater, please refer to Section III.A.)
2. Wear a cloth face mask at all times.
3. Practice social distancing in the workplace as work duties permit
4. Do not stay at work if you become sick (see Section IIIA).
5. Do not share headsets or other items used near one's face.
6. Do not congregate in the break room, lunchroom, or other crowded places.

(Note: Any waiver of this protocol is subject to the approval of the Village Administrator.)

b. Non-Essential Workers: (All other Village Employees)

1. Employee may return to work in accordance with the CDC RTW Guidelines noted in III.B.5.a., **or**
2. Employee may utilize their Village sick leave balance, for a self-imposed quarantine of up to 7 calendar days, returning to work after seven (7) days if still symptom free.
3. Before returning the submission of the COVID-19 RTW Questionnaire, and approval by the Village Administrator is required.

C. An employee feels sick and wants a test. How do we screen to see if they meet criteria for testing?

1. First Responders can coordinate with the Infection Control Officer to obtain a COVID-19 test, while following the quarantine guidelines.
2. All other Village employees will be advised to contact their personal physician to seek medical attention and request testing. Guidelines established will be followed for work restrictions.

D. If a coworker goes home will I be notified of their status if they test positive? I had close contact over 10 minutes.

HIPAA still applies, employee has a right to privacy. However, anyone who is considered to have had **close exposure to the employee who tests positive** will be notified and the guidelines above will be followed.

IV. Worker's Compensation Reporting for Police Officers & Public Works Personnel COVID-19 Exposures.

- A. Supervisors should complete, scan and email the typical Worker's Compensation report form to me for processing: (Form 45, Employee Statement of Injury (Exposure) and the Supervisors Report of Injury (Exposure))
- B. The Worker's Compensation report forms are necessary when a Village Police Officers or Public Works employees has:
 - 1. A known exposure and they were not wearing appropriate PPE, or.
 - 2. An unknown exposure and they have Coronavirus symptoms, or they have gotten a test and are awaiting results, or they have a positive test.