

Employee Coronavirus Updates

3/23/20 REVISIONS

Latest Updates

- All employees should **CARRY A LETTER** issued by CEO John Dickson, in your car or on your person during the “Shelter in Place” mandate. This letter attests that you need to be able to travel to Redstone for your essential work. You should also carry your badge with you as documentation. Copies are available at the employee wellness check-in areas on each campus.
- **EMPLOYEES MUST PARK IN NORMAL EMPLOYEE PARKING AREAS AND NOT IN THE FRONT VISITOR LOTS!** If you have a medical condition that makes the walk to the front door challenging for you, please speak with your supervisor who may provide you with a parking permit indicating that you may park in the front lot on each campus.

Coronavirus Guidelines issued for all staff:

When an employee has had contact with a person who has been diagnosed with COVID19 and that person **DOES NOT** reside in your household:

- If you have had **CLOSE CONTACT** with a person with COVID19 you must be quarantined for 14 days from the date of the last contact with a person with COVID19.
- If you had **CLOSE CONTACT** with a COVID19 case PRIOR to the case becoming symptomatic, there was no exposure and no quarantine is necessary.
 - **CLOSE CONTACT** is defined as being within 6 feet of a COVID19 case for a prolonged period of time: close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting room with a COVID19 case.
 - **CLOSE CONTACT** would also mean having direct contact with infectious secretions of a COVID19 case.
 - If you have been in the area with someone who has been diagnosed with COVID19 but **NOT IN CLOSE CONTACT** as defined above, you should still come to work.

When an employee who has contact with a person diagnosed with COVID19 and that person **DOES LIVE IN THEIR HOUSEHOLD:**

- Because exposure is considered to be ongoing within the house, household contacts of a person with COVID19 must be quarantined for 14 days after the case has been released from isolation. This means that household contacts will need to remain at home longer than the initial case.
- If your physician provides you with a letter indicating that you must quarantine at home, you must provide that letter to HR.
- Employees who are diagnosed with COVID19 **MUST ALERT THEIR SUPERVISOR IMMEDIATELY** and follow the guidelines of their physician and/or public health official.

Please allow time for arriving at work through the single point of entry and the wellness screening check. Some grace will be considered for times of punches since we realize that the screening process may cause you with a slight delay. Clinical employees who move throughout campuses because of their role **MUST** screen in upon arrival on each campus. Employees stepping outside for a break need not rescreen upon entering the building. If you arrive at work at a time that the wellness check area is not screened, you **MUST** wait in place until a nurse comes to screen you. You are **NOT PERMITTED TO WALK PAST THE LOBBY UNTIL YOU HAVE BEEN SCREENED.** **Employees must now be screened at the beginning and end of each shift. Please don't forget to do so.**

We are providing for some **limited resident move-ins** during this pandemic. Some new residents have sold their homes and truly have nowhere to go if we do not permit them to move into Redstone housing as planned. These residents are screened for wellness and procedures for the move-in are in place. New apartment residents have agreed to quarantine for 14 days upon move in.

Information You Probably Already Know...

- Employees who have been to any of the following countries or areas (Italy, China, South Korea, Japan, Iran, or Europe) may NOT work for 14 days upon return to the United States
- Employees who have been on a cruise or at an international resort may NOT work for 14 days upon return to the United States
- If you are a clinical employee who has been on a domestic air flight, train, or transport bus, and you are asymptomatic, you CAN work. You will be issued and required to wear a mask for 14 days.
- If you are NOT clinical staff and are in any of the above situations, you are NOT permitted to work for 14 days – largely because masks are limited.
- Employees who have a temperature of 100 degrees or greater and any respiratory symptoms (cough, congestion, sore throat, SOB) may NOT work for the duration of the fever. Employees must be fever free without medication for 24 hours before reporting back to work.
- Employees who have respiratory symptoms but no fever **MUST** wear a mask while the symptoms persist.
- Employees who have been exposed to someone with respiratory symptoms and a fever of 100 degrees or greater **MUST** wear a mask for 14 days from that exposure.
- **ONLY** Essential staff (clinical team including Nursing, Therapy, RNAC's, Social Work, Dining, Housekeeping, Maintenance, Lifestyle, and President's Council) may enter the Skilled Nursing Facility or Personal Care Homes at this time. All other staff should remain away from those areas until further notice.
- Employees should not move between Redstone campuses, in order to minimize the risk of transmission. Senior leaders have been assigned to campus locations and will only visit their assigned location. Some clinical and logistics employees may be permitted to move between campuses as required by their role.
- We have instituted a no visitor protocol in PC and SNF in order to protect our residents and employee team. We have now **STONGLY SUGGESTED** that IL residents not receive visitors and have advised them to self-isolate in their rooms as well.
- Our gift shops are temporarily closed to help reduce transmission.
- If school closures or other family situations affect your ability to come to work, please contact Kathie Brean NOW at Ex. 343.
- Food will be available in the employee break rooms while we are operating in this critical mode. Please take one portion of available food item. Food is not to be taken home.

For questions regarding absence or attendance policies related to this policy, or any other concerns, please speak with your supervisor or COO Vicki Loucks at 724.216.0934.