

Document Name: Work Restrictions for Employees with Suspected or Confirmed Novel Coronavirus (COVID-19), and Employees with Exposure or Potential Exposure to COVID-19

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Purpose: YWCA of Central Virginia Employee Work Restrictions for Novel Coronavirus (COVID-19) align with recommendations put forward by the CDC^{1,2} and the Executive Orders issued by the Governor of Virginia. These guidelines aim to help YWCA of Central Virginia maintain a healthy work environment for patients and staff and outline best practices to promptly identify and isolate sick employees. This helps keep well employees on the job while keeping them and their loved ones safe.

Definition: Isolation separates sick people with a contagious disease from people who are not sick and lasts for a minimum of 10 days following onset of symptoms or date of a positive test.

Definition: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. It will begin for those with a positive contact screen, or concerning travel history, on the most recent day of contact and continue for a minimum of 14 days if no symptoms develop. If symptoms develop, the employee will follow isolation guidelines above.

Policy:

YWCA of Central Virginia employees will complete a daily health check and contact screen prior to entering a YWCA of Central Virginia facility (Town Center, Sadler House, Frannie's House, SARP Offices). Staff working off-site or remotely do not have to complete a daily check.

1. Employees who report symptoms of COVID-19 as outlined by the CDC³ will be treated as if they have COVID-19.
 - Home isolation will begin for those with temperature >100, any positive symptom, or a positive COVID-19 test and remain in effect for a minimum of 10 days following onset of symptoms or date of the positive test. There must also have been no fever for 72 hours without the use of fever reducing medication, and respiratory symptoms must be improving, if present.
 - Staff is encouraged to submit to official COVID-19 testing, which is strongly recommended. Please call the Centra Health Coronavirus Careline 434.200.1225 for medical support and assistance. Any employee who tests positive should notify their supervisor immediately.
 - Upon return to work, the staff member must wear a surgical facemask instead of a cloth face-covering, if allowed in their role, until all symptoms are completely resolved or at baseline. If a Health Care

Professional has COVID-19 ruled out with an alternate diagnosis, criteria for return to work should be based on that diagnosis¹.

2. As part of daily screening employees will be asked if they have had suspected or confirmed exposure to people with possible COVID-19. If this is a positive answer, home quarantine as described above is required.

Note: Maintaining appropriate staffing in YWCA programs – specifically our public serving departments such as our Domestic Violence Prevention Program, is essential to providing a safe work environment and safe patient care. As the COVID-19 pandemic progresses, staffing shortages will likely occur due to exposures, illness, or need to care for family members at home. To mitigate staffing shortages, there are considerations for permitting staff members with asymptomatic exposure to COVID-19 to return to work without meeting all of the return to work criteria noted above. This will occur only to address staffing shortages during crisis⁵.

3. Travel, Leisure Activities

Travel and leisure activities during a pandemic may pose health risks to both staff and patients upon the staff's return to the worksite. While traveling, YWCA of Central Virginia asks staff to take reasonable precautions, as directed by the CDC, to stay safe and healthy. Those precautions may include, but are not limited to; social distancing, hand hygiene, masking, and in some cases staying away from certain areas.

- Staff planning to travel (personal as well as business) must inform their supervisor of their modes of transportation and destinations. If the destination is rated medium or high risk (by the CDC or the applicable State), upon return, the staff member will need to quarantine for 14 days before returning to the work site. If remote work is available, the staff member may work remotely. If remote work is not available, the staff member will use their bank of paid time off if available to cover the quarantine. If the staff member is out of vacation, sick, and personal leave, the staff member will be on an unpaid leave of absence. Any employee that travels to an area that they feel increases their risk of potential exposure to COVID-19 should inform their supervisor and self-quarantine.
 - High or medium risk exposure for travel refers to the following⁴:
 - Travel from a country with widespread ongoing transmission as defined by the CDC⁵ (see: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>)
 - Travel to/from a known hotspot location (listings of hotspots will be determined using CDC documentation, information from the Commonwealth of Virginia, information from another State or Territory, and/or up-to-date news source such as <https://www.nytimes.com/interactive/2020/us/coronavirus-us-cases.html#hotspots>)
 - Travel on cruise ship or river boat.
 - Travel to a destination where staff member will be part of a large crowd where social distancing is likely not to occur (e.g. indoor or outdoor festivals or organized gatherings, inside lectures/speeches/rallies/conferences, indoor or not-socially distanced concerts, sporting events, bars and nightclubs, tourist beaches, etc.)
 - State and/or local government requirement for people who have recently traveled to/from that region to quarantine for 14 days.
- Employees are encouraged not to partake in high risk activities, like concerts, large events (as defined by the Commonwealth of Virginia or CDC) as these activities poses a risk to our patients and other staff. If you choose to participate in such an activity, you must report the participation to your supervisor. Staff who choose to partake in such events without using appropriate personal protection will be subject to a 14-day quarantine.

References:

¹The CDC criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 (Interim Guidance) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

²The CDC Interim US Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

³The CDC Symptoms of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁴The CDC Public Health Guidance for Potential COVID-19 Exposure Associated with International Travel or Cruise Travel <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

⁵The CDC Travel Recommendations by Country <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

⁶The CDC Strategies to Mitigate Healthcare Personnel Staffing Shortages <https://www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html>