**COVID-19/Corona Virus Information**

* **For most healthy people, this virus will be like having the common flu**
* **It is more serious if you are elderly (over 60) or have other medical conditions such as cancer**
* **It is very contagious, and we want to prevent you from catching it – just like we prevent the flu**

**WE NEED YOUR HELP!!!!**

**PLEASE DO THE FOLLOWING:**

* **If you have a FEVER and a sore throat/cough/runny nose we recommend you stay home. Give detail regarding symptoms of illness when calling in.**
* **If you are onsite and have a FEVER and sore throat/cough/runny nose REPORT DIRECTLY TO HEALTH SERVICES/HUMAN RESOURCES.**
* **If a family member is told they have COVID-19 we recommend you stay home. Give detail regarding symptoms of illness when calling in.**
	+ **In all above cases you will be out a minimum of 14 days. Call HS/HR to schedule your return to work.**
* **Wash your hands frequently and before eating**
* **Avoid shaking hands, incorporate other non-contact methods of greeting**
* **Avoid touching your face and eyes**
* **Get plenty of sleep, eat balanced meals, exercise, and stay in contact with your support systems & family**

**Questions or Concerns??????????**

**Stop in or call Health Services, we will get you accurate information regarding this illness.**

**Health Service Procedure**

1. Any staff with flu symptoms report to health services (HS) or human resources
2. HS staff instructs anyone presenting with C/O of flu symptoms to put on a mask
3. HS staff verify that patient has active flu symptoms
4. Employee with flu symptoms is instructed to go to HR
5. HS staff put on required PPE (gown, respirator, goggles, gloves) prior to entering HR
6. HS staff will screen for symptoms (fever greater than 100.4, cough, SOB-access respiratory rate, assess oxygen saturation on room air, no need for other vital signs)
7. HS give ill staff member all pertinent information – Rockford hotline number (800.889.3931) and virus care instructions or arrange for ambulance transfer based on following criteria: SOB with respiratory rate greater than 30 breaths per minute and/or oxygen saturation less than 90% on room air then leave facemask on employee and place employee on oxygen at 10-15 liters and arrange for ambulance transfer.
8. Ill staff member sanitizes hands, continues to wear mask and exits the building ASAP. If they are showing signs and symptoms consistent with this virus, they should remain out for 14 days.
9. HS staff cleans room and services that employee had contact with. Taskforce should also be routinely cleaning this area.
10. HS staff sanitizes hands, removed PPE at the doorway and discards PPE within the red bags in the room.
11. HS staff documents encounter per all established protocols. HS to contact security to disable employee badge access and document who, what, where, when detail and forward to HR for review.

In addition, any call ins should outline detail of call off. If sick, employees should indicate symptoms. If required HS, in coordination with HR, should contact these individuals to get details over the phone. If symptoms are consistent with above, or employee has been in close contact with someone diagnosed with such symptoms, the employee should be notified to say out for 14 days and security, HS, and HR should be notified as described above. Employee needs RTW COVID-19 evaluation with a registered nurse prior to returning to work.

If HS staff is exposed to an individual who has been tested for COVID-19 they can continue to work with a surgical mask for 14 days. If the individual’s test come back negative, you may remove your mask. If the individual’s test comes back positive, you should complete an employee incident report following company guidelines.