

COVID-19 STAFF FAQ

MAY 8, 2020



Q: What do I do if I'm experiencing symptoms or if I think I've been exposed to COVID-19?

A: If you are feeling ill or have a strong indication you have been exposed to COVID-19, please stay home and call your health care provider. If you have a fever of more than 100°F, you are not allowed to come to work. Other symptoms to be mindful of are cough, shortness of breath, difficulty breathing, sore throat, muscle aches, chills, headache, diarrhea and loss of taste or smell. If you are experiencing any of these symptoms and not feeling like yourself, please seek medical advice. Please let your health care provider know you work in senior care. This should expedite testing. A copy of the COVID-19 testing letter for your provider can be found on our employee webpage at www.employees.episcopalhomes.org. If you have other related questions you can contact your supervisor, Director of Nursing or Human Resources.

Q: What do I do if I'm unable to work because I am quarantined as recommended by my healthcare provider?

A: Make sure Human Resources receives a note or documentation from your healthcare provider. Forms can be faxed confidentially to 651-632-8806 or emailed to esames@episcopalhomes.org. You are eligible for up to two weeks (80 hours) COVID pay (this does not include your PTO or Employee Illness Bank (EIB) pay.) If more time off is needed, employees can use EIB or PTO for their pay, otherwise leave will be unpaid.

Q: If I test negative, how will I know when I can return to work?

A: If you've had known exposure to someone who has tested positive, you will need to be out for a full 14 day quarantine. If you tested negative but you did not come in contact with anyone else who has tested positive, you may return to work 10 days after symptom onset or 3 days without fever without assistance of fever reduction medication; whichever is longer. Please keep in mind that these are new onset symptoms. Many people have chronic coughs in relationship to a medication or medication side effect.

Q: What should I do if I'm unable to work because of a bona fide need to care for an individual subject to quarantine?

A: You may be eligible for up to two weeks (80 hours) COVID pay at 2/3 your regular rate of pay. If more time off is needed, employees can use EIB or PTO for their pay, otherwise leave will be unpaid.

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Q: What can I do to protect myself, my co-workers, those I care for and my family?

A: Be sure to closely follow infection control practices we have put in place on our campus including frequent hand-washing. Always wear a facemask. Wear eye protection and/or face shield when on the floor in either of our two skilled nursing facilities. Remember to remain socially distant (six feet apart) when not caring directly for an elder. Among co-workers it is also important to practice social distancing. Stay in your work areas and zones as much as possible. Outside of work, it is important to follow these practices closely as well. Remember you have a responsibility to those you care for, your co-workers and your family to take these necessary precautionary measures.

Q: Who will be notified if I test positive for COVID-19?

A: All positive COVID-19 tests will be reported to the Minnesota Department of Health (MDH) and Centers for Disease Control (CDC). Our infection control team will work closely with you to identify possible exposure-compromised individuals you came in contact with in the 48 hours before symptom onset or a positive test result to determine who else may be subject to quarantine.

**PLEASE VISIT
WWW.EMPLOYEES.EPISCOPALHOMES.ORG
FOR MORE UPDATES**