

## EMPLOYEE HEALTH

729-8922 OR 729-6839

MONDAY - FRIDAY; 8:00AM – 5:00PM

\*IF YOU ARE CALLING AFTER HOURS, PLEASE LEAVE A MESSAGE AND STAFF WILL CALL YOU BACK AS SOON AS THEY ARE ABLE  
FOR URGENT AFTER HOUR ISSUES, PLEASE NOTIFY YOUR SUPERVISOR WHO WILL CONNECT TO EH DIRECTLY

## EMPLOYEE HEALTH COVID-19 SCREENING IF/THEN

THIS IS A RAPIDLY EVOLVING SITUATION -RESPONSES MAY CHANGE FREQUENTLY

IF	THEN
<p>Any employee who has traveled outside the State of Alaska in the last 14 days.</p>	<ol style="list-style-type: none"> <li>1) Follow State of Alaska HHS travel recommendations and mandates</li> <li>2) Employee will practice strict socially distancing until two tests are negative or 14 days have passed</li> <li>3) Employee will obtain a COVID-19 test within 24 hours of return to the State of Alaska</li> <li>4) Employee will obtain a second COVID-19 test 7-14 days after returning to Alaska</li> <li>5) Call SCF Employee Health and report test results                             <ol style="list-style-type: none"> <li>a) If negative employee may return to work</li> <li>b) If positive SCF EH will discuss next steps</li> <li>c) If negative and returned to work, employee should continue to monitor for symptoms</li> <li>d) If symptoms develop, employee should leave work or not come to work and call their PCP</li> </ol> </li> <li>6) If Critical Essential worker may work after 24 hours result are negative BUT</li> <li>7) Call EH for approval process</li> <li>8) If allowed to work, employee must practice strict social distancing and masking at all times</li> <li>9) Keep a log of symptoms and temp                             <ol style="list-style-type: none"> <li>a) If fever &gt;100.0°F or onset of symptoms develop, do not report to work</li> <li>b) Report change in health status to EH</li> </ol> </li> </ol>
<p>An employee has a household member or visitor who has traveled outside of Alaska in the last 14 days and is staying with you in employee's household.</p>	<ol style="list-style-type: none"> <li>1) Traveler will follow HHS mandates for travelers coming into the state.</li> <li>2) Employee can work but if develop symptoms they should not come to work or if at work, notify manager and leave work.                             <ol style="list-style-type: none"> <li>a) Call Employee health</li> </ol> </li> <li>3) Employee will call SCF Employee Health if visitor has a positive test or develops symptoms of COVID-19.</li> </ol>

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<p>Employee who has had contact with someone with <b>confirmed</b> COVID-19. This includes:</p> <p>Any known positive contact</p>	<ol style="list-style-type: none"> <li>1) Employee will be instructed to call EH for screening.</li> <li>2) If indicated, EH will email employee’s manager to let them know they should be on home quarantine for 14 days and the dates that the quarantine is in effect.</li> <li>3) If the employee was sent home prior to calling EH, then the employee still needs to call EH for screening.</li> <li>4) Employee will be instructed to monitor for symptoms (fever, SOB or cough and other symptoms listed above) while home and to notify EH if they develop symptoms.</li> <li>5) SCF EH will advise on where to get tested.</li> <li>6) For asymptomatic testing, employees may present to the Covid testing site at ANMC..               <ol style="list-style-type: none"> <li>a) Employee must have a chart at ANMC.</li> <li>b) Employee can call 729-8785 to have a chart made if needed.</li> </ol> </li> <li>7) For those who have a PCP, they can call their PCP for testing</li> <li>8) If contacted by the State of Alaska they should follow state recommendations.</li> <li>9) Employee will report test result to EH if obtained through another source</li> <li>10) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> </ol>
<p>Any employee who notifies their manager that the employee has a confirmed case of COVID 19 with documentation from a healthcare professional.</p>	<ol style="list-style-type: none"> <li>1) Employee will be instructed to call EH for screening.</li> <li>2) EH will email employee’s manager to let them know they should be on home quarantine for at least 10 days but may be up to 20 days depending on individual circumstances and the dates that the quarantine is in effect.</li> <li>3) If the employee was sent home prior to calling EH, then the employee still needs to call EH for screening.</li> <li>4) Employee should be instructed to contact EH for further instructions and guidance for return to work clearance.</li> <li>5) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> </ol>

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Any employee who notifies their manager that they have confirmed COVID 19 but DOES NOT have documentation from a qualified healthcare professional	<ol style="list-style-type: none"> <li>1) Employee will be instructed to call EH for screening.</li> <li>2) EH will email employee's manager to let them know they should be on home quarantine with end date TBD.</li> <li>3) Employee should be instructed to contact EH by phone for further instructions and re-screening of symptoms after quarantine recommended by EH, prior to return to work</li> <li>4) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> </ol>
Any employee who notifies their manager they are being tested for COVID due to exposure or symptoms	<ol style="list-style-type: none"> <li>1) Employee will be instructed to call EH for screening.</li> <li>2) EH will email employee's manager and advise employee is under home quarantine with end date TBD.</li> <li>3) Employee will report negative result to EH.</li> <li>4) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> <li>5) EH emails employee's manager when employee has been cleared by EH to return to work.</li> </ol>
<p>Any employee who notifies their manager that they are sick and no known COVID-19 contacts. Symptoms may include:</p> <p>coughing, sneezing, other COVID-19 symptoms, or appears sick at work</p> <p style="text-align: center;">OR</p> <p>Any employee who notifies their manager that they had contact with</p>	<ol style="list-style-type: none"> <li>1) Managers should not attempt to diagnosis an employee's level of illness</li> <li>2) Manager will ask the employee if they feel sick. If so, the employee will be sent home and be asked to call their PCP about their illness, not Employee Health.</li> <li>3) If employee indicates that they have been cleared by Employee Health, manager will verify this if they were not notified by employee health and once verified employee may work.</li> <li>4) If employees have questions about symptoms managers can share the following information:             <ol style="list-style-type: none"> <li>a) If you have no change in chronic symptoms such as an occasional cough, sneeze or runny nose and no fever and do not feel ill - continue to work and adhere routine personal hygiene, distancing and wear a mask.</li> <li>b) If you have a fever or new symptoms and/or are feeling ill, you should go home as per usual SCF employee health expectations</li> <li>c) If you are concerned about your symptoms, contact your PCP</li> </ol> </li> </ol>

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<p>person who was/is sick and now employee has symptoms</p>	<p>5) For new or increasing symptoms, the employee is encouraged to have COVID testing at drive through site ordered by their PCP.</p> <p>6) If employee has a COVID test pending with their PCP, the employee will need to call EH to report this</p> <p>7) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</p>
<p>Any employee who notifies their manager that they had contact with person who traveled to lower 48, neither the employee nor person is symptomatic</p>	<p>1) Managers instruct the employees to:</p> <ul style="list-style-type: none"> <li>a) Continue to work</li> <li>b) Contact their healthcare provider if they think they have been exposed to COVID 19 and develop a fever and symptoms such as a cough or difficulty breathing or chills, decreased sense of taste or smell, diarrhea, headache, muscle/joint aches, rash, runny nose or sore throat).</li> </ul>
<p>Any employee who notifies their manager that they have been in contact with sick persons. This may include:  Household/Family members</p>	<p>1) Managers instruct the employees to:</p> <ul style="list-style-type: none"> <li>a) Continue to work</li> <li>b) Contact their healthcare provider if they think they have been exposed to COVID 19 and develop a fever and symptoms such as fever, cough, or shortness of breath or chills, decreased sense of taste or smell, diarrhea, headache, muscle/joint aches, rash, runny nose or sore throat).</li> </ul>

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OR Non-household family, friends	
Any employee who notifies their manager that a household member has been placed on a 14-day home quarantine	<ol style="list-style-type: none"> <li>1) Manager instructs employee to not present to work.</li> <li>2) Manager notifies employee to contact SCF EH for screening.</li> <li>3) Employee monitors symptoms and reports to SCF EH if symptoms develop in either them or their household member</li> </ol>
Employee lives in household with member who is being tested for COVID-19 because of symptoms or exposure	<ol style="list-style-type: none"> <li>1) Employee home quarantines until household member test results received</li> <li>2) Employee will contact EH to report the household members test result</li> <li>3) <b>If:</b> household member test result is positive                             <ol style="list-style-type: none"> <li>a) <b>Then:</b> employee home quarantines for 14 days from the date of last contact with the household member during the household member's infectious period</li> </ol> </li> <li>4) <b>If:</b> household member test result is negative                             <ol style="list-style-type: none"> <li>a) <b>Then:</b> Employee may work and will monitor for symptoms and report to manager and EH if symptoms develop.</li> </ol> </li> <li>5) Employee will be instructed to monitor for symptoms (fever, SOB, cough and other symptoms) while home and to notify EH if they develop symptoms.</li> </ol>
Employee has close contact with household member who has been placed under quarantine for being a known contact of a confirmed positive COVID-19	<ol style="list-style-type: none"> <li>1) Employee home quarantines for 14 days from date of most recent contact to the positive COVID-19 person</li> <li>2) Employee will be instructed to call EH for screening.</li> <li>3) EH will email employee's manager to let them know they should be on home quarantine up to 14 days and the dates that the quarantine is in effect.</li> <li>4) Employee will be instructed to monitor for symptoms (fever, SOB, cough and other symptoms) while home and to notify EH if they develop symptoms.</li> </ol>
If an employee has tested positive in the past 90 days	The employee should not have another Covid 19 test for 90 days after a positive Covid 19 test unless recommended by a health care provider. Tests may remain positive for 90 days.

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<p>If the employee had a positive test, is within 90 days after the test and develops new or increasing Covid 19 symptoms.</p>	<p>1) Go home or not come to work and check in with their PCP who will assess for other causes of symptoms such as influenza or other respiratory symptoms</p> <ul style="list-style-type: none"> <li>a. if symptoms resolve in 3-5 days employee may return to work</li> <li>b. If test positive for non Covid other respiratory infection symptoms they will recover at home and return to work when 5 days have passed since symptoms began and afebrile 24 hours.</li> <li>c. If Covid test is positive the employee will quarantine for 10 days and afebrile for 24 hours</li> </ul> <p>2)Contact EH</p>
<p>If an employee has tested positive in the past 90 days and is exposed to an individual with a confirmed case of Covid 19</p>	<p>The employee</p> <ul style="list-style-type: none"> <li>1) should notify EH</li> <li>2) they might need to quarantine which EH will assess</li> <li>3) should monitor for symptoms and if symptoms develop they should not come to work and will need to contact EH</li> <li>4) Should continue to wear a mask, distance, and follow preventive recommendations.</li> </ul>
<p>If an employee has tested positive in the past 90 days and is planning on traveling out of state</p>	<p>The employee will follow State recommendations for travel:</p> <ul style="list-style-type: none"> <li>1) No molecular-based test for SARS-CoV2 is required for either immediately before travel or upon arrival, if all three (3) of the following conditions are met: <ul style="list-style-type: none"> <li>a. The traveler provides proof of a previously positive result of a molecular based test for SARS-CoV2 within 90 days of departure</li> <li>b. The traveler is currently asymptomatic</li> <li>c. The traveler can show a note of recovery from a medical provider or a public health official indicating the traveler has been released from isolation</li> </ul> </li> <li>2. The employee will <u>not</u> have to quarantine on return to the state but should monitor for symptoms.</li> </ul>

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If the employee had a positive Covid 19 test but it is beyond 90 days	Employee should follow all If/Then recommendations  *studies are on going
<b>RESIDENTIAL PROGRAMS</b>	
A resident develops a cough, fever (100.0), shortness of breath, chills, decreased sense of taste or smell, diarrhea, headache, muscle/joint aches, rash, runny nose or sore throat	<ol style="list-style-type: none"> <li>1) Resident is placed in a surgical (non-N95) mask, in separate, unoccupied bedroom furthest away from other rooms.</li> <li>2) When possible, communication with a resident in isolation could be by telephone or through a closed door. However, if not able to complete care in this way, the employees working within 6 feet of resident need to don droplet precaution PPE (gloves, non N95 mask, face shield/goggles and gown) in order to have contact with the resident.</li> <li>3) Employee facilitates call to appropriate Primary Care Provider (PCP) to report symptoms and determine if testing is needed.               <ol style="list-style-type: none"> <li>a) SCF PCP will be called if resident is empaneled to an SCF PCP</li> <li>b) Community provider will be called if resident is not empaneled to SCF PCP</li> <li>c) In either situation, if provider determines testing is needed, PCP should be asked if electronic order is being provided and inquire which testing site the order will be sent. *</li> </ol> </li> <li>4) Employee assigns resident separate bathroom, if possible               <ol style="list-style-type: none"> <li>a) If not possible, employees implement increased cleaning protocol after each time resident uses bathroom to minimize risk of spread of virus to customers without symptoms.</li> <li>b) Employees would need to wear PPE for droplet precautions (gloves, non N95 mask, face shield/goggles and gown) to complete cleaning.</li> </ol> </li> <li>5) *Regardless of PCP, the rapid 1hr test should be used</li> </ol>
If resident develops a cough, fever (100.0), shortness of breath, chills, decreased sense of taste or smell,	<ol style="list-style-type: none"> <li>1) Program facilitates transport to provider office or testing site via the Municipality of Anchorage transport service and based on direction given from provider on the phone               <ol style="list-style-type: none"> <li>a) If youth program:                   <ol style="list-style-type: none"> <li>i) Program employee rides in transport vehicle with customer if vehicle allows for appropriate distancing.</li> </ol> </li> </ol> </li> </ol>

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<p>diarrhea, headache, muscle/joint aches, rash, runny nose or sore throat</p> <p>Provider determines COVID-19 test needed</p>	<ul style="list-style-type: none"> <li>ii) If vehicle does not allow for appropriate distancing, employee rides in vehicle following transport vehicle.</li> <li>iii) If an employee has to ride in a vehicle with a symptomatic resident if it is suspected that they have COVID-19, they must have on PPE for airborne precautions (eye protection/face mask, N95 mask, gown, gloves). If they are following in a separate vehicle, no PPE is needed.</li> </ul> <p>2) Program quarantines all other residents until test results return</p> <ul style="list-style-type: none"> <li>a) Resident being tested placed in single room</li> <li>b) All other residents restricted to respective bedrooms with roommates</li> </ul> <p>3) Program submits Datix ticket that resident is being tested for COVID-19</p> <p><b>Quarantine means:</b></p> <ul style="list-style-type: none"> <li>1) Each resident is restricted to closed door room or solo/roommate walks outside while remaining 6 ft distance from employees or roommate (youth will have open doors because they require monitoring, though staff will keep 6 ft distance)</li> <li>2) Resident being tested should be assigned an individual bathroom if possible             <ul style="list-style-type: none"> <li>a) If not possible, employees will increase cleaning/decontamination to occur between bathroom users</li> </ul> </li> <li>3) All PUI/COVID positive Residents will wear mask at all times when interacting w/ staff/roommate or in public spaces (OK to take off mask if in own room by themselves or roommate could face opposite ends of room with heads furthest apart and remove while sleeping)</li> <li>4) Staff would need to wear droplet PPE when interactions are within 6 feet of rooms of positive COVID resident</li> <li>5) Residents will eat in their bedrooms</li> <li>6) Communication will occur via telephone or electronic devices as opposed to in person</li> <li>7) No interactions between residents other than roommates and social distancing continues to apply at all times</li> <li>8) Laundry - For clothing, towels, linens and other items             <ul style="list-style-type: none"> <li>a) Do not shake dirty laundry</li> <li>b) Laundry will be done wearing disposable gloves</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>c) Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely. Viruses are killed with temperatures above 160 degrees.</li> <li>d) Wash hands with soap and water as soon as gloves are removed</li> <li>e) Laundry from residents being tested or from residents who are confirmed positive for COVID-19 should be separated from other people’s laundry. Contact precautions should be used when handling laundry of positive resident (gown and gloves).</li> <li>f) Clean and disinfect clothes hampers according to guidance for cleaning surfaces</li> </ul>
<p>If resident develops a cough, fever (100.0), shortness of breath or other symptoms</p> <p><b>AND</b></p> <p>Provider determines COVID-19 test <b>is NOT needed</b></p>	<ul style="list-style-type: none"> <li>1) Consult with BSD Medical Director</li> <li>2) Resident can return to regular milieu after 72 hours symptom free.</li> </ul>
<p>If resident COVID-19 tested</p>	<ul style="list-style-type: none"> <li>1) State epidemiology (SOE at 907-269-8000 or 800-478-0084 (after-hours) to be notified and provide guidance on future plan.</li> <li>2) State would guide program quarantine and all contact investigation, if warranted.</li> <li>3) Guardians, OCS or family to be notified as needed                             <ul style="list-style-type: none"> <li>a) Generic CO/staff notification of exposure to COVID, no other details should be released to preserve privacy of COVID positive individual whether it’s CO or staff.</li> </ul> </li> </ul>
<p>If resident COVID test returns negative</p>	<ul style="list-style-type: none"> <li>1) Program isolation process is discontinued</li> </ul>

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<p>If employee of Residential program develops cough, fever (100.0) or shortness of breath or other symptoms of COVID <i>while at work</i></p>	<ol style="list-style-type: none"> <li>1) Employee dons non-N95 mask and told to go home and call their own PCP to report symptoms and for instruction               <ol style="list-style-type: none"> <li>a) If PCP determines employee needs COVID-10 test:                   <ol style="list-style-type: none"> <li>i) Employee should tell PCP test sample should be sent to state lab for quicker turn around because employee works at residential treatment facility</li> <li>ii) PCP orders test and instructs employee on where to obtain test</li> <li>iii) Employee gets themselves to testing site as instructed by PCP</li> <li>iv) Employee notifies SCF Employee Health that they are being tested for COVID-19</li> <li>v) Generic CO/staff notification of PUI in program, no other details should be released to preserve privacy whether it's CO or staff.</li> <li>vi) Employee quarantines at home until test results received</li> </ol> </li> </ol> </li> <li>2) Employee will submit documentation of negative result to EH and consults with Medical Director to determine program direction               <ol style="list-style-type: none"> <li>(1) If negative COVID test                   <ol style="list-style-type: none"> <li>(a) EH will screen employee for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> </ol> </li> <li>(2) If positive COVID test                   <ol style="list-style-type: none"> <li>(a) Employee Health will guide return to work requirements based on CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19</li> <li>(b) State epidemiology will likely assist with analysis of work contacts and how other employees or CO's in program will proceed.</li> <li>(c) Generic CO/staff notification of exposure to COVID, no other details should be released to preserve privacy of COVID positive individual whether it's CO or staff.</li> </ol> </li> </ol> </li> </ol>

**\*\* ALL DECISIONS FOR CRITICAL ONSITE EMPLOYEES MUST BE REVIEWED BY APPROPRIATE MANAGEMENT AND MEDICAL OVSIGHT TO DETERMINE IF RISK OF EXPOSURE BY CONTINUING TO WORK IS GREATER THAN THE RISK OF SHORT STAFFING FOR CRITICAL NEEDS\*\* UPDATED 10-27-2020**

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## EMPLOYEE HEALTH

729-8922 OR 729-6839

MONDAY - FRIDAY; 8:00AM – 5:00PM

\*IF YOU ARE CALLING AFTER HOURS, PLEASE LEAVE A MESSAGE AND STAFF WILL CALL YOU BACK AS SOON AS THEY ARE ABLE  
FOR URGENT AFTER HOUR ISSUES, PLEASE NOTIFY YOUR SUPERVISOR WHO WILL CONNECT TO EH DIRECTLY

## EMPLOYEE HEALTH COVID-19 SCREENING IF/THEN

THIS IS A RAPIDLY EVOLVING SITUATION -RESPONSES MAY CHANGE FREQUENTLY

IF	THEN	
If employee of Residential program develops a cough, fever (100.0) or shortness of breath	1) Employee is instructed to contact EH for screening. a) SCF EH will advise on where to get tested. 2) EH will screen employees for return to work using symptom-based strategy from CDC guidance on Return to Work Criteria for HCP with Confirmed or Suspected COVID-19	
<b>EMPLOYEE EXPOSURES</b>		
If asymptomatic employee has exposure to individuals with confirmed COVID19:		
IF:	THEN:	
If employee had >15minutes of contact < 6 feet with customer-owner, visitor, or another employee who had confirmed COVID19	AND <ul style="list-style-type: none"> <li>• Employee was not wearing a respirator or facemask</li> <li>• Employee was not wearing eye protection if the customer-owner was not wearing a mask</li> <li>• Employee was not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure</li> </ul>	1. Employee contacts EH 2. Employee home quarantines for 14 days after last exposure 3. Employee monitors themselves for fever or symptoms consistent with COVID-19 4. Employee notifies EH immediately if they develop fever or symptoms consistent with COVID-19
If employee had <15 minutes of contact <6 feet apart from customer-	AND <ul style="list-style-type: none"> <li>• Employee was not wearing a respirator or facemask</li> </ul>	1. Employee contacts EH 2. Consider home quarantine for 14 days after last exposure

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## EMPLOYEE HEALTH COVID-19 SCREENING IF/THEN

THIS IS A RAPIDLY EVOLVING SITUATION -RESPONSES MAY CHANGE FREQUENTLY

IF	THEN	
owner, visitor or another employee who had confirmed COVID19	<ul style="list-style-type: none"> <li>Employee was not wearing eye protection if the customer-owner was not wearing a mask</li> <li>Employee was not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure</li> </ul>	<ol style="list-style-type: none"> <li>Employee monitors themselves for fever or symptoms consistent with COVID-19</li> <li>Employee notifies EH immediately if they develop fever or symptoms consistent with COVID-19</li> </ol>
If employee had <15 minutes of contact >6 feet apart from customer-owner, visitor or another employee who had confirmed COVID19	<p>AND</p> <ul style="list-style-type: none"> <li>Employee was not wearing a respirator or facemask</li> <li>Employee was not wearing eye protection if the customer-owner was not wearing a mask</li> <li>Employee was not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure</li> </ul>	<ol style="list-style-type: none"> <li>Employee does not need to quarantine</li> <li>Employee monitors themselves for fever or symptoms consistent with COVID-19</li> <li>Employee notifies EH immediately if they develop fever or symptoms consistent with COVID-19</li> </ol>

EH follows the CDC's guidance using Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19 (Interim Guidance)

EH follows the CDC's Guidance for Asymptomatic HCP Who Were Exposed to Individuals with Confirmed COVID-19

An individual can have a negative test and still have COVID19. If someone has symptoms that appear to be COVID19 and they test negative, they should still follow precautions as if they have COVID 19. Tests results depend on a good sample (technique) and that there is enough viral load present for a positive test. Every person is different in terms of when the viral load increases.

Working remotely while on quarantine:

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## EMPLOYEE HEALTH COVID-19 SCREENING IF/THEN

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1. The employee can contact their manager to determine whether they are able to work remotely, if they are critical, or if their job is non-critical at this time.
  - a. The decision for employee to work remotely, if feasible, is determined the manager with approval from the division VP.
2. If the manager decides that the employee is critical on-site and needs to be at SCF for direct c-o care, they need to consult the QA medical director and VP to make a final decision in consultation with QA.

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