COVID-19 Exposure guidelines 3/24/20

Indiana is not testing everyone who is sick. We will treat anyone who has the symptoms (fever, dry cough, shortness of breath) as if they have the virus.

1) **If you are exposed** to someone who is symptomatic or tests positive for COVID-19 (other than someone in your household)

   a) You do not need to stay home unless you are symptomatic.

   b) Check your temperature daily.

   c) If you develop a fever, cough or shortness of breath:

   - Contact your doctor.
   - Stay home from work until you get test results or are cleared by your doctor.

   d) If you test positive for COVID-19, or if have the symptoms and are not tested:

   - Stay home from work. You can return once you are symptom free for 3 days – no fever, and improvement in your respiratory symptoms - and it's been a minimum of 7 days since your symptoms started.
   - Email Kathy Martinez in HR at katherine.martinez@oaklawn.org to begin the leave of absence process.
   - Report to Infection Control Nurse using the *Employee Illness and Infection/Infestation form.*

2) **Clients and visitors**

   a) If they are being tested for COVID-19, or someone in their home is being tested, reschedule until they have test results.

   b) If they test positive or symptomatic, or someone in their home tests positive or is symptomatic, reschedule the appointment for at least 14 days. Reassess for symptoms prior to meeting with them.

   c) Work with each client's clinical team to make sure that their mental health needs are still being addressed.

3) **If someone in your household** is symptomatic

   a) Have them contact their doctor to request testing. They will first be tested for influenza and given instant results. If those are negative, they may be tested for COVID-19. Results take 2-3 days.

   b) Stay home from work until they are tested.

   c) If they test positive for the flu, you can return to work.

   d) If they test negative for the flu, stay home until their COVID-19 test results come back. If they test negative for COVID-19, you can return to work.

   e) If they test positive for COVID-19, or if they have the symptoms but are not being tested

   - Stay home from work for 14 calendar days.
   - Email Kathy Martinez in HR at katherine.martinez@oaklawn.org to begin the leave of absence process.

4) **If an Oaklawn employee or client tests positive** for coronavirus, the local Health Department is responsible for tracing their recent contacts and making any notifications.

5) **If you or a client have been to an overseas hotspot** they should stay home for 14 days after returning. An employee who lives with someone who has traveled to a hotspot should monitor their health for 14 days after the person's return to the US.

Questions? Contact Emily Neufeld or Lisa Short