

# COVID-19 Supervisor Response and Preparation and Potential Exposure to Staff

In preparation and response to the COVID-19 please take the following actions:

## Prevention:

- Encourage Employees to wipe down their work areas (keyboard, mouse, phone, cell phone, id badge, desktop, door handle, etc.) at least once per day.
- Remind employees to use good hand hygiene.
- Remind employees that if they are ill and have a fever that they may not come to work.
  - Consult with HR about sending an employee home who report to work ill

## Social Distancing:

### **During the workday, employees are requested to:**

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
- Identify positions that are eligible for Telecommuting
- Cross-train individuals to prepare for absences
- Continue to ensure that discrimination based on race, origin, nationality, or any other protected class is not occurring. Remind staff this is unacceptable.

## Containment:

### **Confirmed Exposure or Diagnosis:**

- Notify HR that an employee has reported being exposed or having COVID-19.
  - If the employee came to work send the employee home asap.
  - If the employee called in, inform them not to come in until they are symptom free.

- Ensure confidentiality – DON'T FORGET HIPAA
  - Do not inform other staff members the “Joe E. Employee” has COVID-19, or any other medical issues.
- Complete a workplace incident report
- Contact HR about assistance with notifying staff of COVID-19 exposure
- DO NOT ask an employee if they have COVID-19, as this is a medical condition and against the ADA.
- You CAN ask if an employee believes they may have been exposed to COVID-19 – exposure is not a medical condition.

**Suspected Exposure or Undiagnosed Symptoms:**

- You CAN ask if an employee believes they may have been exposed to COVID-19 – exposure is not a medical condition.
- Share the COVID-19 symptoms with employees and tell them that they should not come to work if they have any of these symptoms.
- If the employee states they have these symptoms or a fever, contact HR, the employee may be sent home.

**Reasonable Suspicion of Illness:**

- If the employee does not self-report, but you notice, in good faith, that they are exhibiting symptoms, contact HR as the employee may be sent home.

**Staffing Levels:**

- Implement tele-commuting plan with identified positions
- Arrange for flexible work schedules
- Operate to the best of our ability with limited staffing

**Pandemic:**

LifeWays will operate with essential staff only.