

# + Policies and Procedures Manual

## *Policy: Associate Health Screening and Illness Management – COVID-19*

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### **Purpose**

LifeStream will screen, monitor and manage Associates in order to mitigate the spread of COVID-19.

### **Procedure**

#### **Daily Questionnaire and Temperature Checks**

All Associates are required to complete an Associate Health Screening log and temperature check prior to starting work each day. Any Associate with an elevated temperature (100.0 degrees or higher) or answering "YES" to any of the questions on the log, must immediately leave the premises and contact a supervisor by phone. LifeStream's Associate Health Consultant (or designee) will make contact to discuss symptoms and determine next steps.

#### **Associate Illness**

Associates must stay home if sick. This includes, but is not limited to, symptoms of respiratory illness (cough, runny nose, sore throat, chest congestion, loss of taste or smell), GI symptoms (diarrhea and/or vomiting) and/or fever (100.0 degrees or higher). Associates will follow LifeStream's Attendance Policy and contact a supervisor at least two (2) hours prior to the scheduled start time. Associates that come to work sick will be sent home by their supervisor. The Associate Health Consultant (or designee) will make contact to discuss symptoms and determine next steps.

If the Associate Health Consultant (or designee) determines that testing for COVID-19 is warranted (using guidance from Maricopa County Health and the Centers for Disease Control), the Associate Health Consultant (or designee) will determine how and when the Associate will be tested. Associates are required to be tested in accordance with Associate Health Consultant's (or designee's) instructions and provide a copy of the test results received.

#### **Quarantine Guidance for Close Contact or Household Exposure**

Quarantine is for Associates who were exposed to someone with COVID-19 but have not yet developed any symptoms of COVID-19 themselves. Quarantining prevents the spread of COVID-19 by keeping Associates who might be infected away from others in the workplace until sufficient time has passed to be sure they do not have COVID-19.

Close contact (exposure) is defined as being within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or had physical contact with a

person with COVID-19. Close contact can occur at the workplace, in the Associate's household or in the community at large (at social gatherings, restaurants, etc.).

Generally, an Associate who has been in close contact with a person with COVID-19 will be required to quarantine for 10 full days following the last exposure to the person. Quarantine may be discontinued after 7 full days if the Associate has:

- *Been tested (PCR or antigen) for COVID-19 collected at least 5 full days following the last know exposure; **AND***
- *Received a negative test result; **AND***
- *Remained symptom-free since the last exposure.*

Contingency Staffing Exception – LifeStream's Associates are considered critical and essential infrastructure workers. If staffing levels fall to a critical level as determined by Corporate Incident Command, LifeStream Associates may continue to work despite having a close contact or household exposure to COVID-19. All appropriate infection prevention protocols should be followed including wearing a mask, physically distancing from others as much as possible, performing frequent hand hygiene and monitoring for signs and symptoms of COVID-19.

### **Return to Work Clearance**

If an Associate tests positive for COVID-19, the following guidelines for return to work will apply:

1. If Associate has any symptoms consistent with COVID-19 and has mild or moderate illness, Associate should isolate at home until:
  - a. At least 10 days have passed since symptoms first started; **and**,
  - b. At least 24 hours have passed since fever resolved (without the use of medication); **and**,
  - c. Other symptoms (e.g. cough, shortness of breath) have improved.
2. If Associate has any symptoms consistent with COVID-19 and has severe or critical illness or are severely immunocompromised, Associate should isolate at home until:
  - a. At least 20 days have passed since symptoms first started; **and**,
  - b. At least 24 hours have passed since fever resolved (without the use of medication); **and**,
  - c. Other symptoms (e.g. cough, shortness of breath) have improved.
3. If Associate does not have any symptoms consistent with COVID-19 (asymptomatic) throughout their infection and are not severely immunocompromised, Associate should isolate at home until:
  - a. 10 days have passed since the date the first positive COVID-19 test was collected.
4. If Associate does not have any symptoms consistent with COVID-19 and are severely immunocompromised, Associate should isolate at home until:
  - a. At least 10 days and up to 20 days have passed since the date the first positive COVID-19 test was collected.

Staff who do not test positive for COVID-19 but have symptoms will follow LifeStream's policy to determine when they can return to work (generally when fever-free for 24 hours without fever-reducing medications and other symptoms have improved).

Associates may not return to work until given clearance by the Associate Health Consultant (or designee), which will be issued in writing and copied to the Associate's supervisor.

### **Illness Tracking**

The Associate Health Consultant (or designee) will track Associate illnesses (COVID-related or those with signs and symptoms related to COVID) and will communicate regularly with Administration to ensure appropriate contact tracing, follow-up testing and isolation procedures are followed.