

Centers for Disease Control and Prevention
has announced that the NOVEL CORONAVIRUS is Now
(COVID-19)

2019 Novel Coronavirus (COVID-19) Reference Guide and Employee FAQs

3-13-20

Managing COVID-19 in the Workplace

1. Should I cancel a planned business trip if the location is among the places where the Center for Disease Control and Prevention (CDC) has issued an elevated warning?

Yes, planned business travel is temporarily suspended. All non-essential travel will be on hold until further notice to all domestic locations.

2. If I am stranded on personal travel in an affected area and do not have adequate leave to cover my absence, what should I do?

Employees should reach out to their manager ASAP. Though GRHC can't restrict personal travel, we caution all employees on any planned future personal travel. If you are stranded in an affected area, the leave policy takes effect as outlined in the HR memo to DLT.

3. If I am returning from a location under travel restrictions, whether for work or personal travel, am I allowed to return to work immediately?

Please notify your manager if this is the case for you. It is recommended that you check in with Employee Health to be screened and follow their recommendations.

4. I'm worried about being exposed to coronavirus at work. How can I reduce my risk?

For all healthcare employees, universal precautions will be adequate. If you feel you have been exposed to a potential COVID-19 infected individual, please notify your manager immediately and consult employee health.

5. What is social distancing and why is it important?

Social distancing is the practice of not attending large group gatherings, events or functions. It also includes not shaking hands or touching common areas such as handrails or surfaces.

6. Is it possible that essential employees will be expected to remain at their workstation around the clock?

This will be on a case by case basis. Some positions will be needed around the clock if there is a widespread outbreak in our community.

7. I am a mandatory employee with young children. If day care facilities and public schools close due to coronavirus, can I use leave to care for them? Would this also apply to a closed eldercare facility?

Yes, you would be eligible to utilize your EI and PTO for these cases.

8. I am a contract employee who does not earn sick leave and I believe I am exhibiting symptoms of coronavirus. I am afraid if I take time off from work that I could lose my job. What should I do?

Contract and pool employees will be eligible for leave for scheduled hours only.

9. Can I work from home or another location during a public health emergency?

This will be determined on a case by case basis. GRHC is prepared to have many positions work remotely is so needed.

Employee Health and Safety

1. What should I do if I have been exposed to COVID-19 and believe I am developing symptoms associated with the virus?

If you are at work, immediately wear a surgical mask and inform your manager of your concern. They will direct you to the appropriate department for further assessment (Employee Health, Primary Care Department Triage, or Emergency Department).

2. What should I do if I have been exposed to COVID-19 but do not have symptoms associated with the virus?

If you are at work, immediately wear a surgical mask and inform your manager of your concern. They will direct you to the appropriate department for further assessment (Employee Health, Primary Care Department Triage, or Emergency Department).

3. A person living in my household has returned from a CDC Level-3 country and has been asked by their employer to self-quarantine for 14 days. The individual is asymptomatic and has not been confirmed as having COVID-19. Am I required to self-quarantine?

If you live in a household with an individual who may have been exposed to COVID-19, please inform your manager, who will assist with possible HR-related issues relative to being in self-isolation. You will be directed to call Employee Health who will provide further instructions as regards onsite screening and lab testing, as well as resources for safely isolating to prevent the spread to others.

Clinical Implications and FAQs

1. What is the 2019 Novel Coronavirus?

- The 2019 Novel Coronavirus, or COVID-19, is a new respiratory virus first identified in Wuhan, Hubei Province, China.
- It is part of a larger family of viruses called coronavirus.
- A novel coronavirus (CoV) is a new coronavirus that has not been previously identified.
- You can learn more about the virus at the CDC website.

2. What are the symptoms and complications that 2019 Novel Coronavirus can cause?

- Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing.
- Read about COVID-19 symptoms at the CDC website.

3. How does the virus spread?

- This virus probably originally emerged from an animal source but now seems to be spreading from person-to-person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so.
- It's not clear yet how easily COVID-19 spreads from person to person. When person-to-person spread has occurred with MERS and SARS, it is thought to have happened mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Spread of MERS and SARS between people has generally occurred between close contacts.

VISIT GRHC.ORG/CORONAVIRUS OR CALL THE GRHC COVID-19 HOTLINE AT 520-550-6079



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