

5.xx PANDEMIC ILLNESS (LHCSA Caregivers)

Angels in Your Home strives to maintain a safe workplace and protect the health of employees, customers/clients, visitors or others in the event of a severe pandemic illness such as Influenza/Corona Virus (COVID-19). Angels in Your Home also wants to ensure the continuity of business operations in the event of a severe pandemic illness. Efforts for an effective response will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.

INFLUENZA/COVID-19 PREVENTION

All employees are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage employees to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing and discarding tissues used when sneezing.

STAYING HOME WHEN ILL

Angels in Your Home provides employees who are subject to **mandatory or precautionary orders of quarantine or isolation** 14 days of paid sick leave during the COVID-19 Pandemic. Medical orders for the above mentioned reasoning must be provided in accordance with Angels In Your Home Policy to receive this benefit. Any additional days requested off will result in the use of PTO which can be used until exhausted as well as other benefits to compensate employees who are unable to work due to illness. During flu season and/or some other pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing influenza or COVID-19 like symptoms. Influenza symptoms are as follows: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue. COVID-19 symptoms are as follows: cough, sore throat, fever or shortness of breath. The Centers for Disease Control and Prevention has recommended that people with influenza-like symptoms to remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. The CDC has recommended that people with COVID-19 like symptoms to refrain from leaving their home until they are evaluated by their primary care physician.

Per the Department of Health Advisory Letter dated March 14, 2020, AIYH will be implementing a daily assessment through Medflyt which will be required to be completed by all caregivers before daily before their shift. The Scheduling Coordinator will broadcast the assessment each morning inquiring if any caregivers are experiencing symptoms relative to the pandemic illness. The self-assessment consists of multiple questions and submission of a caregiver's temperature prior to the start of any shifts. If any caregiver reports back that they are in fact experiencing the outlined symptoms, they are REQUIRED to

immediately notify their Scheduling Coordinator and to seek medical attention/assessment from their Primary Care Physician. They have 24 hours from the initial reporting of symptoms to complete and submit the results from their physician's evaluation to AIYH. If results are negative, the caregiver must still submit the supporting documentation from their physician and is expected to return to work as normal. If results are positive, the caregiver must submit their supporting documentation to AIYH and will automatically be prohibited to return to work for a minimum of 2 weeks and must submit clearance from their physician as well. Caregivers are prohibited from returning to work prior to 14 days of initial assessment/quarantine and will require physician's clearance to return.

WORK SCHEDULES

A severe pandemic illness could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe pandemic illness should take steps now to develop any necessary contingency plans.

CONFIDENTIALITY OF MEDICAL INFORMATION

Our policy is to treat any medical information obtained from an employee or an employee's health care provider, including any voluntary disclosure that the employee has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

ADDITIONAL INFORMATION

It is also a requirement of all LHCSA Caregivers to complete the online in-service training for Corona Virus (COVID-19). Caregivers will be notified via Medflyt Broadcast as soon as the training is made available.

Please see Human Resources for additional information.