



COVID-19 EMPLOYEE TRACKING PROCEDURE

Blue Water Developmental Housing, Inc. (BWDH) takes the health and safety of all individuals served, employees, and guests very seriously. The following is the protocol established based on recommendations by the St. Clair County Health Department for employees in healthcare settings such as BWDH.

Per the Michigan Department Health and Human Service (MDHHS) Updates Guidance on COVID-19 Quarantine Period Based on New CDC Findings, MDHHS is updating guidance to allow modifications to the quarantine period for Michigan residents in specific situations.

While the standard 14-day quarantine period remains, it can be reduced to 10 days if the following two conditions exist:

1. The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure.
2. Daily symptom monitoring continues through day 14 after the last exposure.

Additionally, per the Centers for Disease Control (CDC) COVID-19 Critical Infrastructure Sector Response Planning guidance, to ensure the continuity of essential functions, CDC advises that critical infrastructure workers may be permitted to continue working following potential exposure to a person with confirmed COVID-19, under certain circumstances.

BWDH will first follow the standard 14-day quarantine period for close contact exposure to a confirmed or suspected COVID-19 case. However, if a staffing shortage arises and services provision is threatened, BWDH division directors may elect to waive or reduce the number of days the potentially exposed employee shall quarantine and call that employee back to work, but only if they meet the previously described two conditions. This will be a last report approach.

WHO	DOES WHAT
<p>Employee</p>	<p>Reports to their direct supervisor any possible COVID-19 symptoms:</p> <p>One of the following:</p> <ul style="list-style-type: none"> • Cough • Shortness of breath • Difficulty breathing • New loss of smell • New loss of taste <p>OR Two or more of the following:</p> <ul style="list-style-type: none"> • Fever (measured or subjective) • Chills • Rigors (shaking or exaggerated shivering) • Muscle aches • Headache



COVID-19 EMPLOYEE TRACKING PROCEDURE

	<ul style="list-style-type: none"> • Sore throat • Nausea or vomiting • Diarrhea • Fatigue • Congestion or runny nose <p>OR Temperature 100.4 degrees Fahrenheit or higher.</p>
Supervisor	<ul style="list-style-type: none"> • If employee has symptoms as identified above, excludes employee from work and refers to healthcare provider for possible COVID-19 testing; employees choose provider and where to be tested. • Share information on available testing sites. • Follow-up with employee as needed. • Reports employee information to human resources manager as it is available for tracking.
Employee	<ul style="list-style-type: none"> • Selects healthcare provider for possible COVID-19 testing. • Updates supervisors on if a test was administered or not. • If test was administered, provide status updates and test results to supervisor.
Human Resources Manager	<ul style="list-style-type: none"> • Collects and tracks COVID-19 Employee Tracking information in spreadsheet. • Immediately notifies the local health department of known case of COVID-19 for any worksite. Within 24 hours of learning of the known case notifies any co-workers, contractors, suppliers, or any other visitors who may have encounter the person with a known case of COVID-19 for the administrative building. • Guides supervisor through St. Clair County Possible Employee COVID-19 workflow to determine if employee needs to isolate or quarantine. • Tracks employee isolation and quarantine.



COVID-19 EMPLOYEE TRACKING PROCEDURE

Supervisor	<ul style="list-style-type: none"> • Maintains contact with employee during isolation or quarantine. • For their program worksite, within 24 hours of learning of the known case notifies any co-workers, contractors, suppliers or any other visitors who may have come into contact with the person with a known case of COVID-19.
Employee	<ul style="list-style-type: none"> • Maintains contact with supervisor during isolation or quarantine. • Provides information as requested for contact tracing. • Contacts supervisors prior to returning to duty for clearance.
Supervisor	<ul style="list-style-type: none"> • Collect status update from employee prior to returning to duty and collect information on improvement of symptoms and fever. • Report information to human resources manager.
Human Resources Manager	<ul style="list-style-type: none"> • Based on the St. Clair County Health Department Possible Employee COVID-19 Case diagram, determines if employee is cleared to return to work and communicates this back to the supervisor.