



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.

All employees who have received a COVID-19 vaccination will submit proof of vaccine. This can be achieved by uploading the documentation to the immunization portal within Paycor or submitting electronically or hard copy to the administrative services division director.

CURRENT QUARANTINE/ISOLATION PROTOCOL:

- If you are exposed to COVID-19
 - Individuals fully vaccinated: No quarantine requirement, must wear a mask for 10 days
 - Individuals not fully vaccinated are required to quarantine for 5 days and wear a mask for 10 days.
- If you test positive for COVID-19 or are experiencing COVID-19 symptoms
 - Stay home until after 5 days have passed since your positive viral test, if asymptomatic or mild to moderate illness (with improving symptoms)

WHO	DOES WHAT
Employee	<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 • Sore throat • Nausea or vomiting • Diarrhea • Fatigue • Congestion or runny nose



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	OR Temperature 100.4 degrees Fahrenheit or higher.
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. • Submits Data Collection Form for COVID-19 Employee Tracking via the company website.
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"> • Manages 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. • Tracks employee isolation and quarantine.
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.



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	<ul style="list-style-type: none"> • 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.