SICK EMPLOYEE PROTOCOL

Employees should not report to work if they:

- Suspect they are sick.
- Have COVID-19 like symptoms as defined by the CDC such as fever or difficulty breathing.
- Have not been vaccinated and have been in close contact with someone who has COVID-19 or COVID-19 like symptoms. "Close contact" per CDC guidelines means that you have been within 6 feet of a person who has COVID-19 or is exhibiting COVID-19 like symptoms for more than 15 minutes starting from 48 hours before illness onset until the time the infected patient is isolated. Since it can take up to 14 days from when a person is first exposed to the virus for the disease to develop, we ask that you stay home, or quarantine, until 14 days after your last exposure. Even people who don’t have symptoms can spread the disease, so even if you do not become ill, and we hope you do not, you could still spread the disease to others if you don’t take precautions to prevent the spread of disease.
- Have not been vaccinated and are caring for a family member or living in the same household as a person who has tested positive for COVID-19.

Employees who have received both doses of the Moderna/Pfizer vaccine or who have received one dose of the J&J vaccine can work as normal if they suspect exposure - provided the exposure did not occur within two weeks of receiving the final dose. However, if you live in a group setting (like a correctional or detention facility or group home) and are around someone who has COVID-19, you should still stay away from others for 14 days and get tested, even if you don’t have symptoms.

For employee feeling sick at work with some or all of the following symptoms; respiratory illness, fever, cough, or shortness of breath, should:

- Immediately contact their supervisor.
- Report the names of other employees who may have been exposed as defined by the CDC guidelines.
- Go home and contact their physician.
- Follow the physician’s orders including initiating the process of contact tracing through LDH if you test positive for COVID-19. You may contact the Louisiana Department of Health to self-report your positive test result at 1-877-766-2130.

For supervisors receiving correspondence from an employee exhibiting some or all of the following symptoms; respiratory illness, fever, cough, or shortness of breath, should:

- Send the employee home immediately and encourage them to follow up with a physician.
- Record the name of the employee and the symptoms they’re exhibiting, along with the date and time of the correspondence and share this information with the Human Resources Department.
- The infected employee should be asked for names of anyone who may have been exposed.
- If the infected person is well enough to drive their own vehicle, ask them to use it. If they cannot drive themselves, the supervisor will call 911 if an emergency exists
- Determine if anyone has been in close contact with an infected person which according to the CDC is defined as having been within 6ft for at least 15 minutes or more. If an employee is determined to have been in close contact, ask that person to go home and monitor for symptoms.
- Ensure that the suspected employee’s work-station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected.
employee. Cleaning procedures will be carried out by ServiceMaster for the College and will follow all CDC recommended guidelines.

- Ask employees to report feedback from their doctor’s appointment. Keep inquiries to a minimum. Limit the amount of personal information you ask from employees. Employees are encouraged to cooperate with the local health department to initiate the contact tracing process. Ask the employee to self-report their positive result to the Louisiana Department of Health at 1-877-766-2130.

- Employees who were exposed to an infected person with COVID-19 should remain at home and working remotely (if possible) for 14 days unless they are considered “vaccinated” per CDC guidelines references above

- An employee who tests positive for COVID-19 can return to work when:
  • You have no fever for 72 hours without using fever reducing medications such as aspirin or ibuprofen, AND
  • Your other symptoms have improved, AND
  • At least 10 days have passed since your symptoms first began.

If you voluntarily decide to have follow up tests to determine if you still have COVID-19, you can end self-isolation after:
  • You no longer have a fever without using fever reducing medications, AND
  • Your other symptoms have improved, AND
  • You have had two negative COVID-19 tests in a row that were taken at least 24 hours apart.

If you have not had any symptoms but tested positive, you can discontinue isolation when:
  At least 10 days have passed since the date of your first positive COVID-19 diagnostic test
  OR
  You have had two negative COVID-19 tests in a row that were taken at least 24 hours apart

- If you have questions or concerns, please contact Human Resources

**Suggested guidance for people who have tested positive for COVID-19:**

Since you have tested positive for COVID-19, we ask that you self-isolate in your home unless you need to seek medical care. If you need to seek medical care, please notify your health care provider in advance that you have COVID-19, and when you visit your provider please avoid using public transportation, wear a cloth face covering and maintain a 6-foot distance if you are around others.

While you are isolating at home, we recommend that you:
  • Get plenty of rest and staying hydrated
  • Separate yourself from others as much as possible in your home, including using a separate bathroom, bedroom, and eating area if possible. Try to maintain at least a 6-foot distance between yourself and others.
  • Wear a cloth face covering when around others and pets
  • Don’t share dishes, cups, or utensils with others
  • Clean and disinfect all high touch surfaces daily (like doorknobs, remote control, counter tops, light switches, the handle of your refrigerator, tables, etc.)
  • Cover your coughs and sneezes
  • Wash your hands with soap and water often, including when you blow your nose, sneeze or cough, go to the bathroom, and before eating or preparing food
• Monitor your symptoms if you have any and seek medical care if your symptoms worsen
• A representative from the LDH Contact Tracing Team will be calling you, please cooperate with the interviewer and provide information that will be useful to preventing the spread of disease in Louisiana

You can discontinue isolation when:
• You have no fever for 72 hours without using fever reducing medications such as aspirin or ibuprofen, AND
• Your other symptoms have improved, AND
• At least 10 days have passed since your symptoms first began.

If you are planning to have follow up tests to determine if you still have COVID-19, you can end self-isolation after:
• you no longer have a fever without using fever reducing medications, AND
• your other symptoms have improved, AND
• you have had two negative COVID tests in a row that were taken at least 24 hours apart.

If you have not had any symptoms but tested positive, you can discontinue isolation when:
• At least 10 days have passed since the date of your first positive COVID-19 diagnostic test OR you have had two negative COVID tests in a row that were taken at least 24 hours apart

Thank you so much for your help in preventing the spread of COVID-19. If you would like more information, you can visit the Louisiana Department of Health’s Covid-19 webpage and the CDC webpage. Please also take the number for our crisis line that provides free, 24/7 confidential counseling, this is called: Keep the Calm Through COVID Counseling Hotline, the number is 1-866-310-7977.

Guidance for people who have had close contact with a person who has COVID-19:

If you have close contact with someone who has COVID-19, you are at increased risk of becoming infected with the virus. Close contact means that you have been within 6 feet of a person who has COVID-19 for more than 15 minutes. Since it can take up to 14 days from when a person is first exposed to the virus for the disease to develop, we ask that you stay home, or quarantine, until 14 days after your last exposure. Even people who don’t have symptoms can spread the disease, so even if you do not become ill, and we hope you do not, you could still spread the disease to others if you don’t take precautions to prevent the spread of disease.

During this time period you will actively monitor your symptoms such as fever, cough, shortness of breath, and muscle aches and pains. In order to help prevent the spread of COVID-19, it is very important that you remain in quarantine during this entire 14-day time period. This means you should try to stay at least 6 feet away from others at all times, including members of your own household. If you need to be in the same space as others in your home, you should wear a medical grade mask if you have one, or a cloth face covering.

You should avoid congregate settings including grocery stores, work, school, public transportation, and church. You can go outside for recreation or exercise as long as you are able to stay 6 feet away from others, and you should wear a mask.

You want to be particularly careful about avoiding any contact with people at higher risk of severe illness, including
• People who are 65 years or older, and
People with underlying medical conditions, including:

- hypertension
- chronic lung disease or asthma
- serious heart conditions
- people who are immunocompromised (such as cancer, smokers, bone marrow or organ transplants, people living with HIV or AIDS, or people who are on corticosteroids or other immune weakening medications)
- obesity
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease

If someone in your household has one or more of these conditions, you will want to make sure you wear a mask whenever you are in the same room and try to stay in a separate room if at all possible. The people who you do come into contact with only need to take follow the generalized guidelines that apply to everyone right now. These include monitoring for symptoms such as fever, cough and shortness of breath, staying home if feeling unwell, washing hands frequently and physically distance and wear a mask when around others. However, if you should develop the disease anyone you have had close contact with will need to quarantine for 14 days.

Other things you can to do prevent the spread of illness in your home is to wash your hands frequently with soap and water, cover your coughs and sneezes with a tissue or your elbow if you don’t have a tissue and wash your hands after, and clean all high-touch surfaces daily (like doorknobs, remote control, counter tops, light switches, the handle of your refrigerator, tables, etc).

At any point if you develop symptoms you should isolate at home immediately and contact your health care provider. We recommend that you get tested for COVID-19. If you do need to seek medical care, please let your provider know in advance that you have had close contact with a person who had COVID-19, and wear a cloth face mask when you go. If you receive a positive test result, you will need to isolate at home, alert your supervisor or HR representative. A representative from the LDH Contact Tracing Team will call you to ask about your symptoms and how you may have become ill. Please cooperate with the interviewer and provided information that may help prevent the spread of the disease.

Thank you so much for your help in preventing the spread of COVID-19. If you would like more information, you can visit the Louisiana Department of Health’s Covid-19 webpage and the CDC webpage. Please also take the number for our crisis line that provides free, 24/7 confidential counseling, this is called: Keep the Calm Through COVID Counseling Hotline, the number is 1-866-310-7977.