

COVID19 WORK PLACE EMPLOYEE HEALTH RECOMENDATIONS

GENERAL PRECAUTIONS

FACE MASKS

All employees should wear face masks when it is impractical or impossible to maintain 6 ft distance from coworkers, clients, or customers. Face masks should fit securely over the nose and mouth. Surgical masks, cloth face masks, and homemade face masks are acceptable.

HAND-WASHING

Hand sanitizer containing >60% alcohol or washing with soap and water are both acceptable. Employees should be washing their hands regularly and washing their hands upon entering the workplace.

SANITIZING SURFACES

Surfaces that are shared between employees (workstations, equipment, etc) should be disinfected regularly with a cleaning solution that is effective against coronavirus.

SCHEDULING/TIME OFF

In order to reduce the spread of coronavirus through a workplace, it is recommended that employers limit contact as much as possible between employees.

Employees with any symptoms or concern for being sick should stay home. There are various ways of encouraging good practice in employees, including increased paid sick time, no-penalty sick time, and sick time for part-time or temporary workers who may not have accrued time off.

For employees that can conduct their work from home, it is recommended that they do so. Consider flexible shifts or staggered shifts to minimize contact between employees.

COMMON WORK SPACES

Limit use of common spaces such as break rooms or conference rooms. If it is necessary for these spaces to remain open, limit the number of people in any room to 10, with all persons remaining at least 6 feet apart.

Frequent cleaning and disinfecting of all common spaces is recommended.

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EDUCATIONAL MATERIALS

Post reminders in your workplace to encourage good practices. We've created signage reminding employees to monitor themselves for COVID-19 symptoms and educate them on the best practices to stay healthy.

We've also added a storefront sign that you can display to gain your customers trust and let them know that your employees receive health screenings daily.

SCREENINGS

All employees working onsite should complete the Daily Health Screening Questionnaire (either administered in survey form or by a supervisor asking the questions and documenting completion). In addition to the Health Screening Questionnaire, all employees working onsite should complete daily temperature checks. If an employee's temperature is found to be $>38^{\circ}\text{C}$ or $>100.4^{\circ}\text{F}$ or if the employee reports 1 or more symptoms suspicious for COVID-19 the employee should be instructed to receive medical consultation before starting their shift.

Lake Forest Acute Care is open 7 days a week and accepts walk-in patients and appointments. Lake Forest Acute Care accepts most major private health insurance plans, workers comp, and has discounted rates for uninsured patients. Patients with COVID-19 symptoms should call LFAC at (847) 294-7950 when they arrive in the parking lot and wait for LFAC staff to escort them directly into an assessment room.

TESTING

Employees who have symptoms of COVID-19 should be thoroughly evaluated by a board-certified physician and appropriately tested. Testing was previously limited due to shortages of testing devices. Currently, Lake Forest Acute Care is fully stocked and able to test anyone symptomatic for COVID-19.

EMPLOYEE QUARANTINE

Any employee that either has a positive COVID-19 test or is presumed positive should be quarantined at home. They should not leave their home for any reason except to seek further medical care if symptoms worsen.

Employees may return to work:

7 days after start of symptoms if symptoms have resolved and Employee has had no fever $>38^{\circ}\text{C}$ or $>100.4^{\circ}\text{F}$ for 3 days.

Many employers are choosing to send employees for a clearance exam before they return to work.

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EMPLOYEE EXPOSURE

Employees who have been in close contact with a COVID-19 positive person should self isolate for 14 days. The employee may return to work 14 days after their last close contact with a COVID-19 positive person. If symptoms develop in this time, they should be seen at by a medical provider for further evaluation and possible testing.

KEEPING UP TO DATE ON FEDERAL, STATE, AND LOCAL GUIDELINES

We are closely following current federal, state, and local guidelines and will provide you with updates as the COVID-19 pandemic and the government response proceeds.

FREQUENTLY ASKED QUESTIONS

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

ADDITIONAL RESOURCES FOR COVID-19 RESPONSE IN THE WORKPLACE

CDC.gov

OSHA

Illinois Department of Health

Lake County Health Department

REFERENCES

Guidance on Preparing Workforces for COVID-19.

(OSHA) <https://www.osha.gov/Publications/OSHA3990.pdf>

Guidance on the Use of Masks by the General Public.

(Illinois Department of Public Health) <http://www.dph.illinois.gov/covid19/community-guidance/mask-use>

Lake County COVID-19

website: <https://www.lakecountylil.gov/4377/Coronavirus-Disease-2019-COVID-19>