Catholic Mutual…"CARES"

Return to Work

The following guidance is based on what is currently known about the coronavirus respiratory illness that can spread from person to person. You are strongly encouraged to coordinate your Return to Work process with the CDC and State/Local health officials so timely and accurate information can guide you to appropriate actions. Keep in mind, your local conditions may influence the decisions that public health officials make regarding community level strategies for returning employees to the workforce. Your procedures should focus on the prevention of any communicable illness so you maintain a healthy workforce when it comes time to return to usual work environments and routines. When beginning the return to work process, consider doing so in phases. Other items to consider:

- Employees who are sick or experiencing symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) should not report to work and should avoid contact with others. Employees who come to the office and appear ill should be sent home immediately. If employees have any concerns about COVID-19, advise them to seek medical advice for an evaluation. Furthermore, employees who have been sick should be <u>fully</u> recovered per medical advice before returning to work.
  - o We recommend not requiring a doctor's note to validate the need for sick leave or returning to work.
  - o Allow flexibility for employees who have sick family member(s) to care for or lack of childcare due to schools/daycares being closed.

- If an employee is known to be caring for an individual with symptoms of COVID-19, they should not return to work until such care is completed and they are certain not to be infected with the illness.

- When considering your return to work, be aware that some employees may be at higher risk for developing more serious complications from COVID-19 such as persons with chronic medical conditions (i.e. heart/lung disease, diabetes or other underlying conditions). Please consider special accommodations for members of this vulnerable population. All special accommodations must be in compliance with HIPAA rules pertaining to privacy.

- Social distancing is an important element to maintaining a safe workplace and should be practiced by all employees whenever possible.

- There may be work activities where social distancing is a challenge therefore, consider limiting the duration of these activities or implementing the repositioning of workstations to create more distance and/or installing barriers (i.e. plexiglass shields), between workstations.

- Ensure employees have access to PPE, including disposable gloves and masks if needed.

- The use of facemasks is recommended, if not mandated by civil authority. Employees should be asked to wear facemasks in any shared spaces such as elevators or stairwells.

- Clean and disinfect frequently touched items regularly using the following CDC guidelines in this link: https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911

  This would include the following areas:
  - Entry/exit ways into buildings, offices, rest rooms, classrooms, including doorknobs, handles, push plates

  - Drinking fountains

  - Restrooms: soap dispensers, paper towel dispensers, locks/handles on stalls, grab bars, faucet handles, restroom partitions, toilets

  - Breakroom: counters, tabletops, refrigerator door handles, microwave door handles, faucet handles, light switches, coffee pot handles

  - Phones, copy machine, fax machines

  - Stair handrails, elevator buttons, light switches

- Provide workforce accessibility to sanitizers, disinfectant sprays/wipe which they can apply to surfaces they have touched throughout the office (i.e. toilet handles, door knobs etc.) When possible, consider the installation of automatic flush toilets, paper towel dispensers and sinks.

- Social distancing should be maintained in break rooms/lunch rooms. Employees may need to take breaks or eat lunch at their desks/offices.

- Efforts should be made to maintain social distancing in elevators/stairwells and community rooms (i.e. workrooms).

- Send notice out to employees of any visitors/vendors in the building so they can adjust and limit their movement throughout the building(s).

- Display posters and reminders around the office/restrooms which reiterate infection control procedures following CDC guidelines to reduce the spread of illnesses. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

- For the time being, we recommend avoiding any non-essential travel.

- If available, encourage employees to utilize your employee assistance program (EAP) resources or other community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the care or death of a loved one.

Stay up-to-date on governmental guidance from local, state and federal authorities. The following link may assist you with your Return to Work process.
    https://www.osha.gov/Publications/OSHA3990.pdf

Should you have any questions or need further assistance, please contact your Risk Management Representative.