



## SAMPLE COVID EXPOSURE POLICIES

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**Disclaimer:** This document is an example and guide for outpatient therapy practices but does not serve as legal advice and is not all inclusive of every detail that should be included. Businesses should modify specifically for their practice and should seek legal advice as needed. This document was shared by a PPS member using this in their own practice.

Each state will have unique circumstances or regulations, so please pay close attention to your specific state and county's guidance.

Please use this document with an understanding that you may need to follow different policies based on specific state and/or regional requirements, and that requirements may evolve over time.

This document does not cover every scenario and clinical judgment is a must in all situations.

# SAMPLE COVID EXPOSURE POLICIES

The following represents guidelines used at one PPS member business in the management of COVID-19 cases. Each case has individual circumstances that may cause some degree of deviation from these guidelines.

## Definitions

Symptoms commonly associated with COVID:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Exposure: to be “exposed” there must be “close contact” - which is defined as being within 6 feet for more than 15 minutes cumulatively in a 24 hour period – to a person with a confirmed case of COVID and, if the person was symptomatic, - this contact was within 48 hours of symptom onset or if not symptomatic, within the date of a test.

## Scenarios and Policy Guidelines

- Employee develops any of the above symptoms:
  - Stay home – Go home
  - Call PCP – ask if testing is indicated
  - Return to work when-
    - Positive Test
      - 10 days after (so the 11<sup>th</sup> day) date of symptom onset
      - AND no fever for 24 hours
      - AND improvement of other symptoms
    - Negative Test
      - Absence of fever for 24 hours
      - AND improvement of other symptoms
  - Not Tested
    - Considered “presumed positive” – so follow the above “Positive Test”

- Employee is exposed **outside of the clinic** to a person with confirmed case of COVID or who has symptoms and is waiting test results AND lives in the same household:
  - Employee **is unable** to isolate from this person
    - Employee removed from work. Positive person is considered contagious for 10 days. So employee then can test on the 15 day from the date the person became symptomatic
    - Employee able to return to work when
      - ✓ Positive test
        - 10 days after (so the 11<sup>th</sup> day) date of symptom onset or date of test if symptoms absent
        - AND no fever for 24 hours
        - AND improvement of other symptoms
      - ✓ Negative test
        - Absence of fever for 24 hours
        - AND improvement in other symptoms
  - Employee **is able** to isolate (i.e., no further close contact with the person that is positive). So there was close contact but no further contact.
    - Employee stays home and test in 5 days
    - Follow the above for “Positive Test” or “Negative Test”
- Employee is exposed and all parties were wearing masks throughout the contact and are not living in the same household:
  - Employee remains at work if no symptoms
  - Test on the 5<sup>th</sup> day following the exposure
  - Remain at work following test if no symptoms
  - Positive test – off work – follow “Positive Test” above
  - Negative test – continue work, unless symptoms develop
- Employee is exposed to a patient **in the clinic** that reports having symptoms consistent with COVID, is waiting test results or has confirmed case of COVID within 48 hours after their most recent clinic visit and both the employee and patient were wearing masks
  - Employee remains at work if no symptoms
  - Test on the 5<sup>th</sup> day following the exposure
  - Remain at work following test if no symptoms
  - Positive test – off work – follow “Positive Test” above
  - Negative test – continue work, unless symptoms develop
- Employee is exposed to a co-worker that has tested positive
  - Masks were worn at all times
    - Employee remains at work if no symptoms
    - Test on the 5<sup>th</sup> day following the exposure
    - Remain at work following test if no symptoms
    - Positive test – off work – follow “Positive Test” above
    - Negative test – continue work, unless symptoms develop

- Masks were not worn at all times
  - Employee is removed from work
  - Test on the 5<sup>th</sup> day following the exposure
  - Positive test – off work – follow “Positive Test” above
  - Negative test – return to work, unless symptoms develop
- Patient calls and reports: A. Exposure but no symptoms; B. Symptoms but not confirmed; or C. Positive test

A. Exposure but no symptoms

- FO asks:
  - When was exposure?
  - Confirm no sx
- Procedure:
  - No further sessions scheduled
  - Recommend calling PCP for test directions
  - Return to therapy when:
    - ✓ Tested
      - Positive: 10 days from the date of the test AND no fever or symptoms
      - Negative: immediate return provided no fever or symptoms
    - ✓ Not tested
      - 10 days from date of exposure provided no fever or symptoms
- Effect on staff
  - Remain at work
  - No test
  - No special precautions

B. Symptoms, but COVID not confirmed

- FO asks:
  - When did symptoms begin?
  - Has, or do they plan to, contact PCP regarding a test?
- Procedure:
  - No further sessions scheduled
  - Recommend pt. contact PCP if not done
  - Return to therapy when:
    - ✓ Tested
      - Positive: 10 days from the date symptoms started AND no fever AND other symptoms have improved
      - Negative: immediate return provided no fever and other symptoms have improved
    - ✓ Not tested
      - 10 days from onset of symptoms AND no fever AND other symptoms improved

- Effect on staff
  - If symptoms started within 48 hours of most recent close contact with staff and all parties wore masks
    - ✓ Positive Test or Not Tested
    - ✓ Staff remains at work as long as no symptoms
    - ✓ Test on 5<sup>th</sup> day after most recent close contact
    - ✓ Remain at work until results

#### C. Positive test

- FO asks:
  - Are you having symptoms?
  - When did symptoms start?
  - What was the date of the test?
- Procedure:
  - No further sessions scheduled
  - Return to therapy when:
    - ✓ Symptoms: 10 days from the date symptoms started AND no fever AND other symptoms have improved
    - ✓ No symptoms: 10 days from the date of the test AND no fever or other symptoms
- Effect on staff
  - If symptoms started within 48 hours of most recent close contact with staff and all parties wore masks
    - ✓ Staff remains at work as long as no symptoms
    - ✓ Test on 5<sup>th</sup> day after most recent close contact
    - ✓ Remain at work until results

## Information Tracking

We collect and document information pertaining to employees that have had COVID exposure, having symptoms, had tests – and their results. This information is used to monitor work status at least partially due to the use of the sick pay benefit. We are tracking dates of the events listed below

- suspected exposure - inside or outside clinic?
- sx onset
- test
- positive result
- negative result