Employee Return-to-Work Status & Confirmed Case Protocol

*Turning Recommendations Into Action*

Emily Whitcomb

NSC.org/SAFER   SAFER@nsc.org
Thank You to Our SAFER Sponsors

NSC is grateful to the following lead sponsors for their generous support of the SAFER effort:
Agenda

- Return-to-Work Guidance: Framework and Playbooks
- SAFER Quick Hits for guidance
- Case study: Tony Militello, US Navy
- SAFER resources
Return-to-Work Guidance: Framework and Playbooks
Return-to-Work Guidance: Framework and Playbooks

SAFER
Safe Actions For Employee Returns

Return-to-Work Guidance for Office Operations

Screening and Reporting
In order for employees to return to a workplace, many organizations may institute screening through self-assessments and temperature checks to clear employees for entry into a building or site. While these screening methods are not foolproof measures to detect COVID-19, organizations should consider the following actions:

- Provide written communication and/or webinars to inform employees how, when, and where screenings will be conducted and what will happen should an employee have an elevated temperature or provide a false answer to a screening questionnaire.
- Develop, testing, and designate who will be responsible for conducting screenings, and ensure these individuals follow recommended protocols for conducting screenings.
- Engage safety committees in assisting with creating guidelines.
- Outline and make employees aware of the procedures for failed COVID-19 screenings.
- Ensure mechanisms are in place to track and understand completion and engagement metrics around screening communication and training.

Create guidelines for supervisors and managers in the event of a failed screening and ensure the employee has transportation and a place to isolate in an occupational facility.

Establish a process, including screening points, for communicating to employees who have been in contact with a symptomatic employee (e.g., what steps occur as a result, self-quarantine, area closed for deep cleaning, etc.)

Establish a workplace decontamination process in the event of confirmed infection case.

Establish points for supervisors and managers to inform employees about a confirmed case in a safe, informative manner, including organizational responses to FAQs as to how messages are provided and evaluated consistently.

Communicate exposure information and screening results with third-party employers, such as staffing companies, providing temporary workers, in a timely manner; notify the legal department of such communication.

Help employers contact merged public health contact-tracing efforts (e.g., temperature checks) while also following HRCA regulations for health information.

Develop self-screening procedures for a dispersed workforce that reports to job sites, but not a company center location.

Implement signage and other means of conveying messages in entrance screening drying areas (ensure that signs are placed near adjacent vehicle traffic).
SAFER Quick Hits

Turn Recommendations Into Action

The following quick-hit documents, generated with the insight and expertise of the SAFER Task Force, are the tactical components - checklists, procedures, protocols - needed to turn the SAFER Framework recommendations into action.

- Confirmed Case Notification Protocol
- Employee Return-to-Worksite Status
- Entrance Screening
- Managing Employee Stress and Anxiety
- Office Physical Distancing
- Office Reopening Protocol
- Risk Exposure Index for Office Settings
- Workplace Hygiene
- Action Plan Template

SAFER Quick Hits
SAFER Quick Hits

On Today’s Webinar:
• Employee Return-to-Work Status
• Confirmed Case Protocol
SAFER
Safe Actions For Employee Returns

Employee Return to-Worksite Status

Because COVID-19 will potentially continue to present risks to workforces after parts of the country move into progressive response phases, employers should consider remaining flexible in their telework and leave policies to help prevent the spread of the coronavirus while also being sensitive to individual employee situations.

The following table presents guidance on how to determine which employees should return to work, taking into account the individual employee’s health status and other mitigating factors. The options for employee work status include (1) telework, (2) report to work, and (3) weather and COVID-related leave, which is granted if employees cannot safely travel to work for weather- or COVID-19-related reasons.

### Guidance when the worksite is closed

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Telework</th>
<th>Report to work</th>
<th>Weather and COVID-19 related leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>F = Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F = No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- An employee who is directed by a health professional to stay home: 
  - Telework: Yes
  - Report to work: No
  - Weather and COVID-19 related leave: Yes

- An employee who is not directed by a health professional to stay home: 
  - Telework: Yes
  - Report to work: Yes
  - Weather and COVID-19 related leave: No

- An employee who is not able to work due to adverse work conditions: 
  - Telework: Yes
  - Report to work: No
  - Weather and COVID-19 related leave: Yes

- An employee who is not able to work due to moderate work closures: 
  - Telework: Yes
  - Report to work: No
  - Weather and COVID-19 related leave: Yes

- An employee who is not able to work due to severe work closures: 
  - Telework: Yes
  - Report to work: No
  - Weather and COVID-19 related leave: Yes

- An employee who is not able to work due to other circumstances: 
  - Telework: Yes
  - Report to work: No
  - Weather and COVID-19 related leave: Yes

Employees are symptomatic of COVID-19, or F = F or F = F and cannot work: 
- Telework: Yes
- Report to work: No
- Weather and COVID-19 related leave: Yes

### Guidance when the official worksite is open

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  - Report to work: No
  - Weather and COVID-19 related leave: Yes

Confirmed Case Notification Protocol

These are recommendations for communication actions to take when a confirmed COVID-19 case occurs in the workplace. It is assumed that when a case of COVID-19 is confirmed, the work areas occupied by the employee are closed off for thorough cleaning and disinfection before they can be accessed by others.

COVID-19 Protocol

If an employee reports or exhibits COVID-like symptoms, has been in contact with a confirmed case, or lives with someone who is a confirmed case of COVID, the employee should be asked to leave the workplace immediately and recommend the site contacts a medical authority for evaluation and instruction. Action taken will depend on the following circumstances:

Action A

If symptoms are consistent with COVID-19 without a clear alternative cause, employee will be instructed to leave the workplace and seek medical advice.

Action B

If employee reports an exposure event at or away from work, employee will be instructed to leave the workplace and adhere to advise of their medical contact.

Action C

If employee reports a positive COVID test result, employee will remain off work until obtaining medical clearance.

Communication Guidance for Managers/Supervisors

It is important for managers and supervisors to have guidance for communication with the confirmed case employee, their identified close employee contacts, and other site employees. Also important is to document all communication conversations.

Guidance for Communication with Confirmed Case Employee

- How are you?
- Is there something I can help you with?
- Do you have a sense for where you are in your recovery?
- Can you tell me if you were in contact with coworkers recently?
- In what ways need you say you spent most of your time at work prior to developing symptoms?
- Please keep us posted as to how you are doing and if there's anything I can do for you.
- Can we contact you in 2-3 days to check on the progress of your recovery?

Guidance for Communication with Employee Close Contacts

- We have been made aware that one of our coworkers has tested positive, and you may have been in close contacts to them or the same area as this person for a sustained period of time.
- We are asking all employees to proactively self-assess their health before reporting to work, including taking their temperature before leaving home. You must seek the advice of a medical contact.
- All workers should continue to cover their nose and mouth with a tissue or the crook of their arm when they cough or sneeze. Refrain from touching your face. Continue to maintain social distancing. Do not come to work if you are feeling ill or exhibiting symptoms that are consistent with COVID-19.
- We have been increasing our common surface disinfecting for the past few weeks, and we will be closing off areas in addition to more time for cleaning.
- We'll do our best to answer your questions.
Guest Speaker

Tony Militello, P.E., CSP

Director, Occupational Safety & Health

Office of the Assistant Secretary of the Navy
SAFER Webinar

Employee Return and Confirmed Cases

July 9, 2020
Hierarchy of Controls
Risk Mitigation Framework

- **Elimination**: Physically remove the hazard
- **Substitution**: Replace the hazard
- **Engineering Controls**: Isolate workers from the hazard
- **Administrative Controls**: Change the way work is performed
- **PPE**: Protect the worker with personal protective equipment

- Work Practices
- **Personnel**
- Cleaning/Housekeeping/Maintenance
- Training/Education/Communication
- Signs/Warnings
- **Work Policy**
- Purchasing/Sourcing/Inventory
- Limiting Exposure
- Monitoring
COVID-19 Response Plan

Human Resources (Personnel)

Operations (Work Policy)

Safety & Occupational Health (Limiting Exposure)
SAFER Quick Hit
Employee Return to Worksite Status

Countless pages

1 Page
Mr. Tony Militello, P.E., CSP  
Director, Occupational Safety & Health  
Office of the Assistant Secretary of the Navy (Energy, Installations and Environment)  
[Email Link]
SAFER Guides Employers as U.S. Ponders Reopening

SAFER: Safe Actions for Employee Returns is a multifaceted, comprehensive effort aimed at helping employers prioritize safety as they return employees to traditional work environments and schedules in a post-quarantine world.

At the center of SAFER is a task force – comprised of large and small Fortune 500 companies, nonprofits, legal experts, public health professionals, medical professionals, and government agency representatives – that makes recommendations based on best practices and proven workplace safety strategies. The task force delivers resources, such as guidebooks and checklists, to equip employers with the tools they need to protect workers during this time of uncertainty.

NSC urged the Department of Labor to adopt the SAFER framework as part of its Opening America’s Workplaces Again national online dialogue. Anyone interested in assisting in this effort can email safer@nsc.org.

Get more information about COVID-19.
Start Your NSC COVID-19 Organizational Vulnerability Assessment

Thank you for requesting the NSC COVID-19 Organizational Vulnerability Assessment. This tool will help you examine risk factors for COVID-19 transmission according to your type of operation and ability to control the associated risk factors.

The results will provide recommended actions to control your identified risks and assist you in creating an action plan to move forward in implementing additional safeguards.

Start the Assessment

The assessment should take approximately 30-45 minutes to complete. You do not need to finish the entire assessment at one time.

Upon completion, you will receive:

- An organizational vulnerability risk score of lower, moderate, high or very high
- A list of potential control measures you may still need to implement at your organization
- A control implementation completion summary by risk factor

Your information will remain confidential. The only information shared will be unidentifiable aggregate results to better assist the nation's employers address pandemic-related issues.

Please visit the SAFER: Safe Actions for Employee Returns website for additional resources to keep your workplace safe.
| SAFER Solutions Directory  
Providers offering products and services to help employers during the pandemic. |
| New: The SAFER Collection  
Continually updated resource library to help employers return to traditional work settings. |
| Take Action  
Quick-hit checklists, procedures and protocols to implement SAFER recommendations. |
| NEW: SAFER Poster Series  
Purchase a set of four posters that will help your employees stay safe in the workplace. |
| Resources For NSC Members  
Log in for member-exclusive COVID-19 tools: posters, safety talks, checklists, webinars. |
| SAFER Framework  
Key areas around which corporate and public policy leaders are taking action. |
| Health And Safety Materials  
Tips sheets and presentations available to the public and created by NSC. |
| Federal Guidelines  
Face covering, travel advisories, critical industry and general information for employers. |
| Employee Wellbeing  
Address worker stress, mental health, substance use and more. |

Sign Up For SAFER Resources  
We will notify you as materials become available. Sign up today.

NEW: Employee Surveys  
Now is the time to listen. Choose one of three surveys to suit your organization's needs.

Also of Interest
- NSC Launches SAFER Nationwide Task Force to Ensure Employee Safety...
- Make a Difference; Donate to the NSC SAFER Initiative
- Safe Actions for Employee Returns: Playbooks
Back by Popular Demand

Planning a SAFER Return webinar workshop – July 15 at 11 am CT

Katherine Mendoza, NSC EHS manager, and Anthony Washburn, research associate for Campbell Institute and Work to Zero, walk through the SAFER framework and how to create a plan for a safe return to full operations.

Register and receive a FREE copy of the Return to the Workplace Playbook to help customize your own plan.

Free for NSC members, $199 for non-members.

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THANK YOU!

Emily.Whitcomb@nsc.org
Anthony.J.Militello@navy.mil

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