



Employee Return-to-Work Status & Confirmed Case Protocol

Turning Recommendations Into Action

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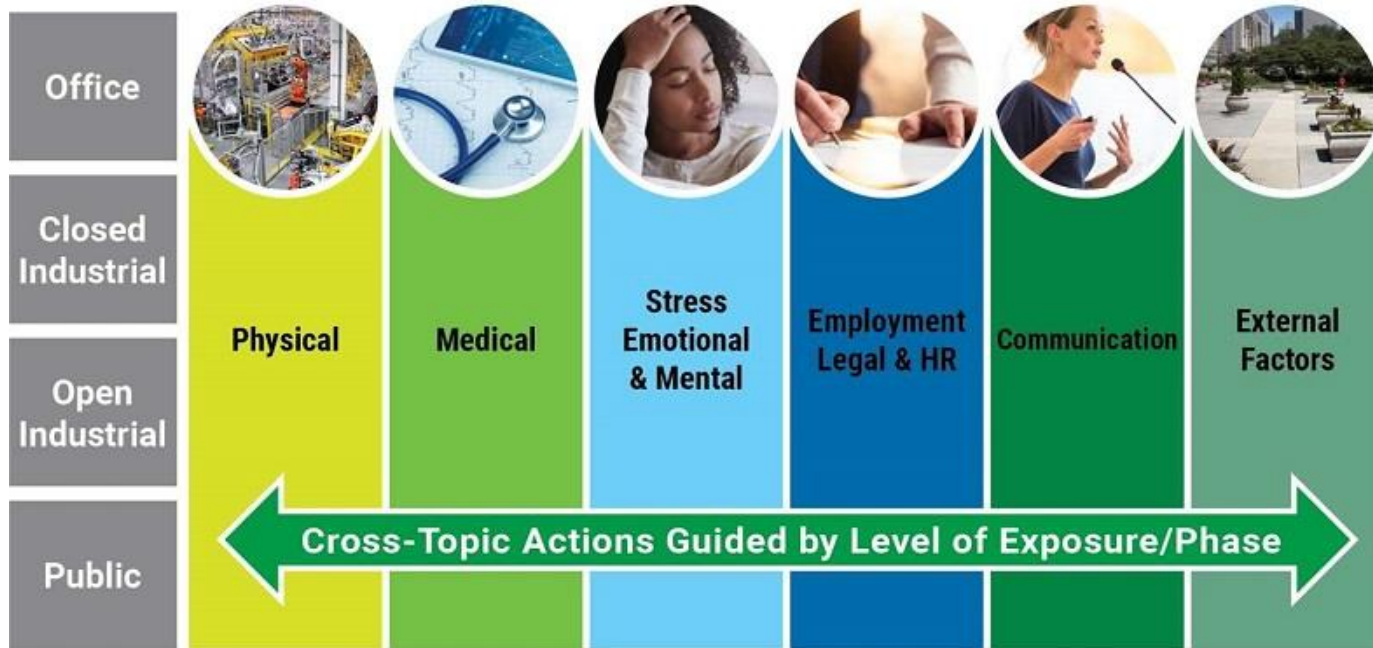
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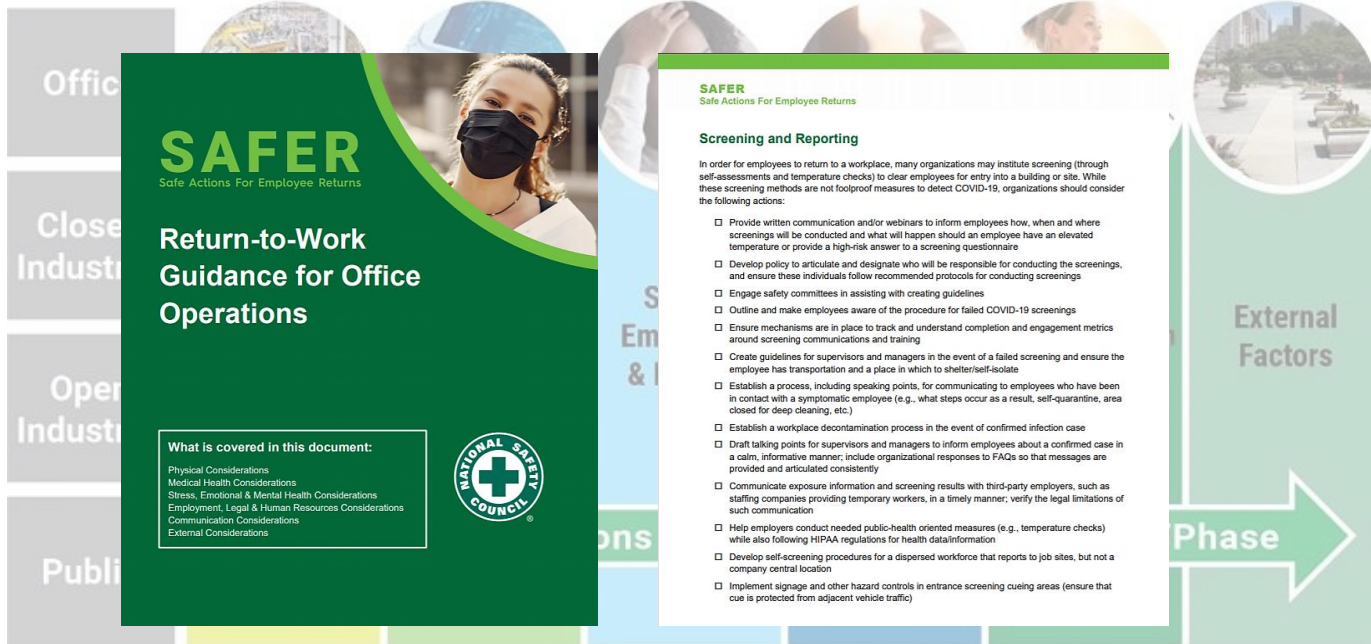
Agenda

- 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 Quick Hits



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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](#)

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SAFER Quick Hits

On Today's Webinar:

- Employee Return-to-Work Status
- Confirmed Case Protocol

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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 tables¹ present 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.



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Safe Actions For Employee Returns

Guidance when the worksite is closed

| Scenarios | | Telework | Reports to work | Weather and COVID-19 Related Leave |
|---|---|--------------|-----------------|------------------------------------|
| If: | And: | Then: | | |
| | is directed by a health professional to stay home | ✓ | ✗ | ✓ |
| | is not directed by a health professional to stay home | ✓ | ✗ | ✓ |
| | prefers not to come to an otherwise open worksite | ✓ | ✗ | ✓ |
| | is at high risk of COVID-19 as defined by the CDC | ✓ | ✗ | ✓ |
| | has children at home due to school or childcare center closures | ✓ | ✗ | ✓ |
| Employee is not exhibiting symptoms of COVID-19 | has a family member(s) who requires care and the family member is: | not ill | ✓ | ✗ |
| | | ill | ✓ | ✓ |
| | returns from travel and is directed by a health professional or supervisor to stay home | ✓ | ✗ | ✓ |
| | is designated as an emergency employee and ordered to report onsite | ✗ | ✓ | ✗ |
| | is ill for other reasons | | | use sick leave |
| | Employee is symptomatic of COVID-19, is ill, or cannot work | | | use sick leave |

Guidance when the official worksite is open

| Scenarios | | Telework | Reports to work | Weather and COVID-19 Related Leave |
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¹ Adapted from the Department of Defense, "Civilian Duty Status and Use of Weather and Safety Leave During COVID-19 Pandemic." Memorandum from the Undersecretary of Defense dated March 30, 2020.



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Safe Actions For Employee Returns



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 he/she confers with a medical authority for evaluation and instruction. Action taken will depend on the following circumstances:

Action A

If symptoms are consistent with COVID without a clear alternative cause, employee will be instructed to leave the workplace and recommend they confer with a medical contact.

Action B

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

Action C

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



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Safe Actions For Employee Returns

Employee Notification Process

The actual process of notification after a confirmed COVID case will vary depending on organizational structure. What follows is a recommended notification structure:

1. Human Resources or COVID management team contacts employee to confirm the date of symptoms and dates when at the worksite. Employee identifies close contacts at work while symptomatic and indicates areas where s/he worked.
2. HR or management team contacts employee supervisor about confirmed COVID case.
3. Supervisor notifies site manager and individual department leads to make necessary changes in operations and initiate site cleaning/disinfection.
4. Supervisor or HR or management team informs the identified close contacts of employee using organizational talking points and without disclosing the identity of employee.

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 these communications/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 close contact with any coworkers recently?
- In what areas would you say you spent most of your time while 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 contact or in 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 may want to 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 to allow even 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

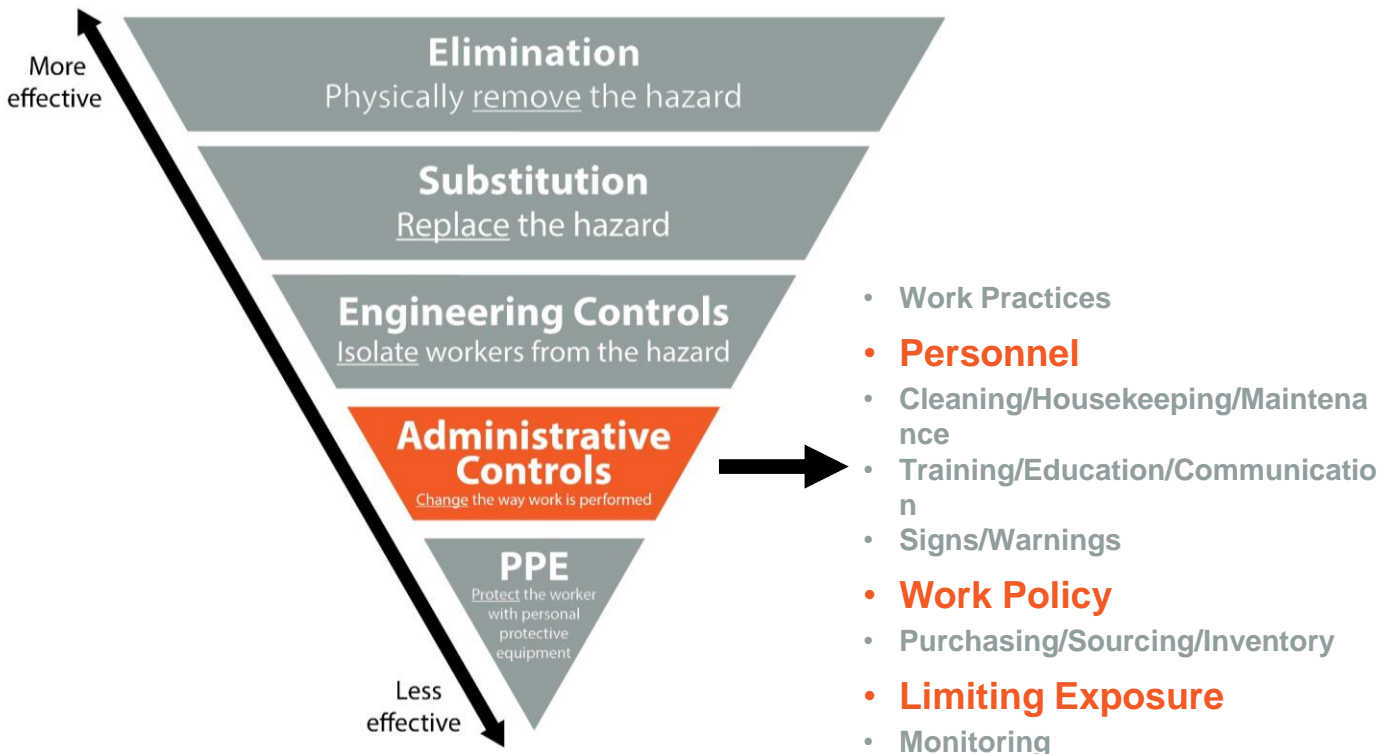
Employee Return and Confirmed Cases

July 9, 2020



Hierarchy of Controls

Risk Mitigation Framework





Business Strategy

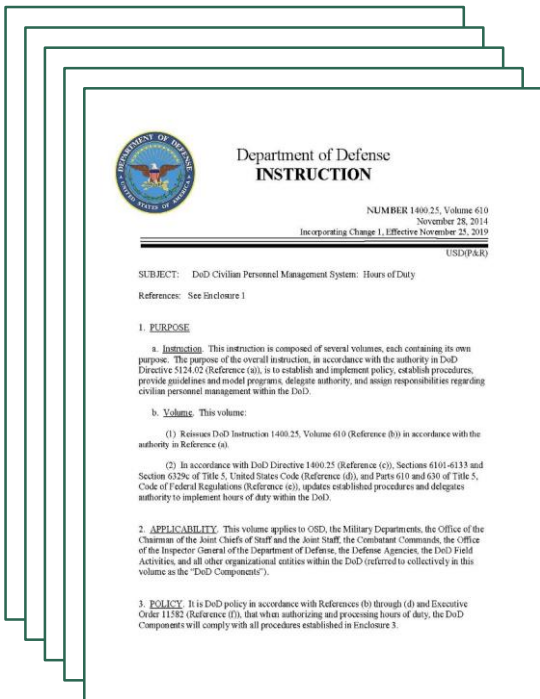
Policy Alignment and Impact





SAFER Quick Hit

Employee Return to Worksite Status



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Safe Actions For Employee Returns

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Version 1
Release date: 5/26/20

Countless
pages

1 Page



Contact Information



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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 safere@nsc.org.

[Get more information about COVID-19.](#)



Donate To The SAFER Initiative
 Safety doesn't stop in the face of a pandemic. Make a difference today.



NEW: Organizational Vulnerability Assessment
 Examine your organization's vulnerability to COVID-19 transmission and receive tailored recommendations.



SAFER Playbooks
 General and industry-specific guidance to help align safety with business objectives.



Register For July 15 Webinar



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

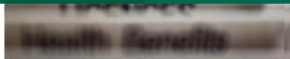
Your information will remain confidential. The only information shared will be unidentifiable aggregate results to better assist the nation's employers address pandemic-related issues.

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.



Sign Up For SAFER Resources

We will notify you as materials become available. Sign up today.



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.



NEW: Employee Surveys

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



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.

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.

nsc.org/SAFER

THANK YOU!

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