

## COVID-19 Protocol for BSMH Associates

We have changed our associate protocol based on recent CDC guidance. We are committed to keeping our associates, patients and residents safe.

- 1) Associates are to perform a self-monitoring symptom check every day before reporting to work. According to the CDC, the following are symptoms of COVID-19:
  - Fever equal to or greater than 100 (per CDC guidelines) or
  - Cough or
  - Shortness of breath
  - [Click here for additional information](#)

### ***Associates who are at higher risk for COVID-19***

Associates that meet the following criteria are considered a higher-risk for COVID-19 and should contact their manager about their ability to work from home during the next few weeks. Associates also may request a personal leave of absence after getting approval from their manager, or they may apply for a medical leave of absence.

Examples of people who are at higher risk include those:

- Over 60 years of age
- With chronic conditions
- With compromised immune systems
- Who are pregnant

If you are not approved to work from home, you may request a leave of absence or medical accommodation by calling the Associate Services Center at 877-692-7780 and press 1 to speak with the Integrated Absence team.

- 2) An associate that has any of the above symptoms is not to report to work.
  - Contact your manager to advise that you are symptomatic and that you will not be reporting to work.
  - Contact Associate Care Management via email at [assoccaremgmt@mercy.com](mailto:assoccaremgmt@mercy.com) and let them know you are staying home due to having the symptoms above. The Associate Care Management team will provide confidential assistance and education to associates and family members who are at risk for complications due to COVID-19. They may reach out to you, so let them know of any concerns you have, especially if you are over 60 years of age or have a chronic condition, such as lung disease or heart disease. More information can be found on the [CDC website](#).
  - You will not receive an occurrence for not reporting to work if you have the above symptoms; this will reduce the spread of possible illness.
  - [Follow guidelines for taking care of yourself while you are sick.](#)
  - [Follow these CDC guidelines for what to do when you are sick to help protect yourself and your family members.](#)
  - If you are still symptomatic four days later, apply for a medical leave of absence by calling Associate Services at 877-692-7780 and press 1 to reach Integrated Absence

## BON SECOURS MERCY HEALTH

for information on applying for short-term disability benefits to fast-track income replacement.

- If your symptoms begin to worsen, contact Conduit Health Partners at 833-762-2237 or contact your healthcare provider immediately.
- You will not need to furnish a return to work note from your provider for respiratory illness during the COVID-19 outbreak.
- Reporting to your local health department may also be necessary.

### 3) Traveling associates – Business

- International business-related travel is not permitted.
- Domestic business-related travel is only for essential business needs that must be done in person and will require Market Leadership and/or ELC approval. Upon returning to your residence, complete the [BSMH Travel Furlough Questionnaire](#). BSMH Employee Health will advise when you are able to return to work.

### 4) Traveling associates – Recreational or Personal

- International and/or domestic travel may require an automatic furlough of 14 days away from BSMH facilities at the discretion of BSMH Employee Health.
- Prior to returning to work, you must complete the [BSMH Travel Furlough Questionnaire](#) for review by the BSMH Employee Health and Infection Prevention teams.
  - You will not need any documentation from the health department or treating physician to return to work upon completion of 14-day furlough.
  - The time missed, due to this being personal in nature, will be paid with available PTO, or unpaid if PTO not available. We may also be able to engage you in remote work to support other areas of the ministry. Your Employee Health Nurse will advise you of these opportunities if they are available.
  - If you begin to feel unwell at any time, refer to step 1 and 2 above.
- International and domestic travel is highly discouraged during the COVID-19 pandemic. Due to the national emergency, travel may be cancelled at any time.

### 5) Possible work-related exposures

- Employee Health will contact you if you may have been in contact with a confirmed COVID-19 case.
- Employee Health will need information to assess your level of risk.
- Based on the evaluation, you may be asked to be off work for a 14-day period. Employee Health will provide you additional information you will need to help you understand what you need to do during that timeframe. You may also be asked to contact your local health department daily for symptom checks.
- During this time, we may ask you to work remotely serving in another capacity within the ministry. If we are unable to do this, you will receive 100% regular wages and will be placed on an administrative leave.

6) Possible exposure from your community

- If you think you were exposed in your community, do daily self-monitoring and do not report to work if you are sick. Start at step 1 above with self-monitoring instructions.
- If you become ill, see step 2 above.