



**POLICY: COVID-19 Testing and Return to Work**

<i>Original Implementation Date:</i>	6/16/2020	<i>Date Reviewed/ Revised:</i>	6/23/21	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	4
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**PURPOSE:** To provide guidance following COVID-19 exposure about timeline for returning to work, whether self-isolation is necessary and when mandatory testing is required. Sun Health is committed to the safety of our residents and our team members and will work to maximize safety while limiting disruptions to staffing.

**POLICY:** Because a team member who has or may have been exposed to COVID-19 can pose a direct threat to the health of others, Sun Health will take steps to determine if team members entering or working at Sun Health have COVID-19. Team members who fail to follow proper safety protocols and/or do not comply with this policy will not be allowed on any Sun Health property or in a member’s home, and may face disciplinary action up to and including termination.

**POLICY GUIDELINES:**

**Signs and Symptoms**

General signs and symptoms of COVID-19 include:

- Temperature of 100.4° F or greater
- Headache
- Sore throat
- Fatigue
- Congestion
- Cough
- Runny nose
- Sneezing
- Tightness in chest
- Shortness of breath
- Loss of smell or taste
- Muscle or body aches
- Nausea or vomiting
- Diarrhea

**COVID-19 Testing**

**Team Members Exposed to COVID-19 at Work**

Sun Health will administer mandatory testing of all team members directly exposed to COVID-19 at work. Team members under the age of 18 are required to obtain parental consent to receive a COVID-19 test.

Team members exposed at work while wearing appropriate PPE can return to work unless they are showing signs and symptoms of COVID. If the test result is positive, the team member must self-isolate for the designated time period, in accordance with CDC guidelines. Team members required to self-isolate due to exposure at work will be paid COVID-19 Non-Worked pay for the amount of time they are off of work.

\*\*Sun Health will review each situation to determine the impact on operations. Where necessary, employee may return to work if positive, asymptomatic and with full PPE (gown, mask, gloves, face shields), based on Maricopa County Guidelines.

### **Team Members Exposed to COVID-19 Outside of Work**

Sun Health requires team members who have direct and prolonged exposure without PPE usage to someone who tests positive for COVID-19 outside of work to not report to work and get COVID-19 tested. They can return to work once they present a negative COVID-19 test(s) obtained through their healthcare provider. If the team member chooses to not be tested, they will be required to self-isolate for 10 days and will not receive COVID-19 Non-Worked pay. PST and PTO will be applied to this time. If the PST and PTO balances have been exhausted, the team member will be unpaid for the remainder of the self-isolation.

Team members who have indirect exposure outside of work (example: a person they live with is exposed to a COVID-19 positive co-worker, but shows no symptoms) will continue to work and be required to wear a mask while at work.

\*\*Sun Health will review each situation to determine the impact on operations. Where necessary, employee may return to work if positive, asymptomatic and with full PPE (gown, mask, gloves, face shields), based on Maricopa County Guidelines. Those team members who return must re-take the Donning and Doffing PPE and Infection Control training within 24 hours of notification.

### **Team Members who Travel**

Team members are asked to observe current travel restrictions. Any team member who has not presented proof of full COVID-19 vaccination and travels by plane anywhere or travels anywhere outside the United States must upon arrival back to Arizona and before returning to work at a Sun Health location, receive a negative COVID-19 Rapid test (Sun Health can provide the test). Team members who travel and are vaccinated for COVID-19 are not required to test upon return to work, but should closely monitor for any signs or symptoms for 72 hours after they return.

If the non-vaccinated team member chooses to not be tested or they can work remotely, they will be required to self-isolate for 10 days and will not receive COVID-19 Non-Worked pay. PST and PTO will be applied to this time. If the PST and PTO balances have been exhausted, the team member will be unpaid for the remainder of the self-isolation.

### **Asymptomatic Team Members**

If the team member is asymptomatic, but was tested and found to be COVID-19 positive, they will not report to work for at least 10 days after the date of the positive test. If they develop any symptom(s) listed above during that time, the team member will not report to work for 10 days after symptom(s) onset, and must be fever-free for at least 24 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms.

### **Symptomatic Team Members**

If team members develop any of the above symptom(s) while **not** on duty, they should not report to work.

Team members who are off duty and have active COVID-19 symptom(s) may request a COVID-19 test through their healthcare provider. If someone has worsening symptom(s) while not on duty, such as difficulty breathing, they should immediately contact their healthcare provider and/or go to the nearest urgent care center or emergency department for immediate attention. If any signs and symptoms occur while on duty, the team member must immediately inform their supervisor.

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Team members who are symptomatic, have had a test for COVID-19, and are awaiting test results are required to self-isolate pending those results. Team members who have a negative COVID-19 test result can return to work before the 10 days post symptom onset, as long as they have not been feverish for 24 hours without the use of fever reducing medications.

**Return to Work**

Team members are able to return to work 10 days after symptom(s) onset if fever-free (temperature < 100° Fahrenheit) for at least 24 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms. All COVID-19 testing is mandatory for all Sun Health team members who may have been exposed to the COVID-19 virus.

Team members may need to take either or both tests in order for them to be at work and perform their work duties with Sun Health. Test results are confidential and will not be shared with the team member's supervisor.

\*\*Sun Health will review each situation to determine the impact on operations. Where necessary, employee may return to work if positive, asymptomatic and with full PPE (gown, mask, gloves, face shields), based on Maricopa County Guidelines. Those team members who return must re-take the Donning and Doffing PPE and Infection Control training within 24 hours of notification.