

HEALTH ADVISORY PROTOCOL FOR COVID-19 EXPOSURE

Staff members are asked to check their temperature before entering the facility, either at home or with a no-touch infrared thermometer available at the shelter. Staff with a temperature exceeding 99.9* should not report to the shelter or enter the building.

Homeward Pet will adhere to CDC guidelines regarding employees who are symptomatic for COVID-19, or are suspected or confirmed to have COVID-19 (also on the HPAC Health Advisory Protocol):

1. If an employee comes to work who is symptomatic for COVID-19:

If an employee has symptoms when they arrive at work or becomes sick during the day, they will be immediately separated from other employees, customers, and visitors and sent home. Surfaces in their workspace will be cleaned and disinfected. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees should follow [CDC-recommended steps](#), including staying home and monitoring symptoms. Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

2. If an employee is suspected or confirmed to have COVID-19:

Most likely, we will not need to close the shelter. Instead, we will close off any areas the sick employee used:

- We will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, we will wait as long as possible.
- During this waiting period, we will do our best to open outside doors and windows to increase air circulation in these areas.

We will follow the [CDC cleaning and disinfection recommendations](#):

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, we will use Rescue, formulated with Accelerated Hydrogen Peroxide, which is approved for use against SARS-CoV-2, the virus that causes COVID-19, under the EPA Emerging Pathogen guidance.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

In addition to cleaning and disinfecting, we will determine which employees may have been exposed to the virus and need to take additional precautions:

Using Volgistics information, we will create a list of employees who were potentially exposed. A potential exposure means having close contact, within 6 feet, of an individual

with confirmed or suspected COVID-19 for a prolonged period of time*. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

**Note: According to the CDC, data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Fifteen minutes of close exposure can be used as an operational definition, and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remains important.*

Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow CDC recommended steps. Employees who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Quarantine:** It is highly recommended that the exposed employees should self-quarantine for 14 days from recognized exposure. If this is not possible, then the next steps will be taken.
- **Pre-Screen:** Employees will check their temperature and assess if there are symptoms prior to starting work. Ideally the temperature will be checked before entering the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home..
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

3. If we discover several days later, after an employee worked, that they were diagnosed with COVID-19:

- If it has been **less than 7 days** since the sick employee used the facility, we will clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. We will continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Other employees may have been exposed to the virus if they were in "close contact" (within 6 feet) of the sick employee for a prolonged period of time.

- Those who have symptoms should self-isolate and follow [CDC recommended steps](#).
- In most workplaces, those potentially exposed but with no symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- Employees not considered exposed should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

Note: The above section will also apply in the case of a visitor to the shelter who, following their appointment, informs us of their exposure to, or diagnosis of, COVID-19.

4. When should an employee suspected or confirmed to have COVID-19 return to work?

Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the following sets of criteria:

- Option 1: If **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
 - The employee has had no fever for at least 72 hours (without the use of medicine that reduces fevers), AND
 - respiratory symptoms have improved, AND
 - at least 10 days have passed since their symptoms first appeared.
- Option 2: If **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
 - The employee no longer has a fever (without the use of medicine that reduces fevers), AND
 - respiratory symptoms have improved, AND
 - they received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](#).