



COVID Testing

Date Created: July 7, 2020

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PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for MedStar team members to undergo testing for COVID-19. This SOP can be activated by the MedStar CEO at any time there is a public health emergency, and it will remain in effect until deactivated by the MedStar CEO.

INTENT

The intent of this SOP is to:

- Protect the health and safety of all MedStar Team Members with standardized procedures consistent with CDC recommendations
- Support a healthy and productive workforce and workplace
- Provide testing to help protect workforce
- Clearly align expectations for monitoring and testing

PROCEDURE

Exposure to Positive Symptomatic Employee

If an employee tests positive it is the recommendation of epidemiologists that a determination is made regarding who had close contact with the positive person 48 hours preceding symptom onset, as the person could potentially be infectious during this time. Close contact is defined as being within 6-feet of a positive person for 15 minutes or longer without the use of an N95 or P100.

Therefore the following precautions will be taken:

- Upon notification to MedStar that a team member has tested positive MedStar management will determine who worked with the positive individual during the 48 hours prior to the individual becoming symptomatic and thereafter.
- Human Resources or Risk and Safety will notify the team members who worked with the positive individual during the 48 hours prior to the individual becoming symptomatic.
 - Those who came in close contact with the positive employee, will be advised that they should be extra diligent with PPE and self-monitor.
 - As long as the potentially exposed individuals are asymptomatic they will be allowed to continue working with appropriate PPE.
 - If a potentially exposed individual becomes symptomatic they will be removed from shift and immediately referred to testing. (*See admin leave section below*).
 - Within 5-7 days after potential exposure those who worked with the positive individual will be sent for COVID testing.
 - As long as the team members are asymptomatic they will be allowed to continue working while test results are pending.
 - If a potentially exposed individual is symptomatic they will be immediately removed from shift. (*See admin leave section below*).
- **PLEASE NOTE THAT HIPAA PREVENTS MEDSTAR FROM DISCLOSING THE IDENTITIES OF POSITIVE TEAM MEMBERS OUTSIDE OF SPECIFIC SITUATIONS. THE TEAM MEMBER MAY SHARE THAT INFORMATION, BUT MEDSTAR IS PROHIBITED FROM GENERALLY SHARING THAT INFORMATION.**

Exposure to Positive Asymptomatic Employee

- Upon notification to MedStar that a team member has tested positive MedStar management will determine who had close contact with the positive individual during the 48 hours prior to testing and thereafter.
- Human Resources or Risk and Safety will notify the team members who had close contact with the positive individual during the 48 hours prior to the date tested.
 - Those who came in contact with the positive team member will be advised that they should be extra diligent with PPE and self-monitor for the presence of potential COVID symptoms.
 - As long as the potentially exposed individuals are asymptomatic they will be allowed to continue working.
 - If a potentially exposed individual becomes symptomatic they will be removed from shift and immediately referred for testing. (*See admin leave section below*).
 - Within 5-7 days after potential exposure those who worked with the positive individual will be sent for testing.

- As long as the team members are asymptomatic they will be allowed to continue working while test results are pending.
- If a potentially exposed individual is symptomatic they will be immediately removed from shift. (See admin leave section below).

Symptomatic Employee

- If you are displaying symptoms of COVID-19 you should contact your supervisor and then contact Human Resources.
 - You will be removed from your shift and referred for testing.
 - You will be placed on administrative leave subject to the requirements below.
 - If you receive negative test results:
 - You will be placed back on your shift, or, if needed, you may be placed on sick leave subject to the normal time and attendance requirements and leave policies.
 - If you receive positive test results:
 - You will not be placed back on your shift and your paid administrative leave will be extended subject to the requirements below.
 - You will be returned to your shift in accordance with the return to work process below.

Return to Work

- You may return to work when the following criteria are met:
 - Symptoms have significantly subsided and ten (10) days have passed since symptom onset (i.e. it is not uncommon to have a minor cough, but you should not have chills, body aches, etc.) AND;
 - You must be fever free for 24 hours without the use of antipyretic medication.
 - Asymptomatic employees who are not severely immunocompromised may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test or they have provided at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).
 - More severe symptoms, such as those requiring hospitalization may require a twenty (20) day period after which symptom evaluation may begin.
 - Immunocompromised individuals with severe symptoms will require test based clearance.
- Appropriate PPE shall be worn in strict compliance with organizational policies upon your return to work.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

COVID-19 Related Administrative Leave

- MedStar will provide up to two calendar weeks of paid administrative leave for COVID-19 related issues such as symptoms consistent with COVID-19 and/or a positive COVID-19 test result.
 - This means that if you work a 48/48 MedStar will pay up to a total of 96 hours of paid administrative time for COVID-19 related leave.
 - To remain eligible for COVID related administrative leave you must report to the testing appointment assigned by human resources or your manager and use MedStar's testing process.
 - If you elect to use a different testing site, a different physician or not follow the process as assigned you may not receive COVID related administrative leave for some or all of your time away from work.
 - COVID related administrative leave does not have to be consecutive, however, the maximum number of cumulative hours are equivalent to the number of regularly scheduled hours the team member works in a two week period.
 - COVID related administrative leave will not provide holiday pay, pay for overtime shifts picked up that cannot be worked, or shift differential. It will only cover base pay for regularly scheduled shifts.
 - Part time employees who have positive COVID-19 tests related to MedStar patient care may be eligible for up to two weeks of paid administrative leave capped at 40 hours/week.
 - Upon receipt of a negative COVID-19 test administrative leave will end, and the team member will be asked whether they can return to work or whether they need sick leave in accordance with normal time and attendance and sick leave policies.
 - When placed on COVID related admin leave the team member is expected to remain able to return to work their normal shifts provided symptoms are resolved. This could mean working a partial shift if the team member is cleared during your normally scheduled shift.
 - If additional time is needed after exhaustion of the two week COVID related administrative leave the team member may take sick leave or time off may follow normal worker's compensation and/or

short-term disability related policies for leave, if applicable.