

LHD COVID-19

RETURN TO THE OFFICE

Guide

GUIDING PRINCIPLES

Keeping the health and safety of our employees at the forefront of all decisions that are made regarding returning to the office.

Following guidance from Government and Health Officials regarding return to work protocols and best practices and ensuring alignment with the “5 Stages to Get Indiana Back on Track” laid out by the state of Indiana.

Understanding that a safe return to the office is a collective effort and all employees have responsibilities in the process.

Utilizing a phased reentry to ensure the key practices of physical and social distancing are maintained.

Continuing to regularly communicate and engage with employees to address changes and modifications to plans and understand employee needs and challenges.





I. Workspace Preparation - In preparation for a return to the office the following action steps have been taken or will take place related to the building and our office.

Cleaning Regimen

- In early April the entire building including our office suite underwent an “electrostatic cleaning”. An electrostatic cleaning is a cleaning approach that uses an electrical charge to allow the appropriate sanitizers and disinfectants to wrap around and evenly coat all types of surfaces. This results in a more thorough and complete cleaning of a building and workspace.
- In addition to the normal routine cleaning of our office suite, Medexel assures us that additional cleaning will be done by the janitorial staff in high traffic/high touch/public areas.
- We will continually be working with Ascension/Medexcel to ensure appropriate cleaning and disinfecting protocols are met for our office suite.

Availability of Disinfecting Products and PPE

- Hand sanitizer for personal use will be available with individual bottles already at workstations upon return to the office.
- Disinfecting wipes will be placed around the office and in common areas for individual use in keeping surfaces and items clean.
- A supply of paper surgical masks has been purchased for use as a back-up for your own personal mask should you need one.

Please note that you will need your own personal mask as we return to the office (Paper, Cloth or Bandana type masks are acceptable).

- A supply of plastic disposable gloves has been purchased for times when they may be needed or necessary.

Signage and Reminders

- Signage will be posted throughout the office with reminders about social and physical distancing, wearing PPE as appropriate, and office/personal hygiene. *See Appendix B.*

Ongoing Review of the Office Suite and Coordination with Ascension/Medexel

- Prior to returning to the office and on a regular basis, the office suite will be reviewed to ensure the cleaning regimen and facility needs are being met.



II. Building Access, Lobby, and Common Areas - The following guidelines are provided for entering and leaving the building and office suite and use of the lobby and common areas.

Access to the Building

- When entering or leaving the building, wear your mask and be aware of your physical distance to others who may be arriving or leaving at the same time. Maintain 6 feet of distance between yourself and others.
- Be aware of door handles, buttons and railings that you may touch on the way in or out. Avoid touching them if possible and be sure to wash your hands or use hand sanitizer frequently upon arriving or leaving.
- Consider taking the stairs whenever possible, especially when the elevators may be crowded as it is difficult to maintain 6 feet of distance when on an elevator.

Lobby Area and Conference Rooms

- The Lobby area in our suite will be open for select visitors, vendors, and for the building cleaning crew.
- Avoid congregating with others in the lobby area especially with larger groups.
- Care must always be taken to maintain 6 feet of distance between others while in the Lobby or while entering or exiting it.
- Conference Rooms will be open but should be used only if absolutely necessary and 6 feet of physical distance with others should always be maintained. Care should be taken to not sit directly across the table from someone.
- Whenever possible, virtual meetings should be used.

Lunchroom, Print Room, Tread Desk Room

- The Lunchroom will be open for storing and preparing your lunch and getting coffee, soda, or water.
- The Lunchroom will not be available to sit and eat your lunch with others.
- The Print Room and Tread Desk Room will both be open, however, use of the Tread Desk will be discontinued for a period of time.
- Care should be taken to wipe down common surfaces with disinfecting wipes after you touch them (refrigerator doors, countertops, coffeepots etc).
- Wash your hands frequently or use hand sanitizer after touching surfaces in common areas.
- Care should be taken to maintain 6 feet of distance with others when in common areas.

Mail and Other Deliveries

- Mail delivery will continue as it has throughout the COVID-19 crisis.
- Lori will continue to process incoming mail and make sure it is delivered to the appropriate person.
- For the time being, deliveries are being left at the front desk and Elroy will let Lori know when something has arrived. This practice will continue for a period-of-time.



III. Return to the Office Plan – The following provides details of the plan to safely bring staff back to the workplace. This plan will be reviewed and modified as necessary to address issues as it is implemented.

Screening

- All staff will be asked to complete a Return to Office Acknowledgement prior to returning.
- This document ensures that all staff are educated on the symptoms of COVID-19, and understand the instructions to remain home if they are experiencing any of the symptoms.
- Furthermore, it creates an understanding that if an employee comes into the office to work, they are not experiencing any of the symptoms.
- Instructions on how to schedule a virtual or telephonic appointment with OurHealth will be provided and expectations on what is needed prior to returning to work following an illness will be described.

Phases of our Return

We will use a 3 Phased Approach for our return to the office. The Phases consist of the following:

- **Phase I – Monday June 15 to Friday July 3**
 - Staff may voluntarily begin returning to the office working the modified alternating schedule described below
 - Staff not yet comfortable in returning may continue to work from home
- **Phase II – Monday July 6 to TBD**
 - All staff will return to the office working the modified alternating schedule
- **Phase III – TBD and Beyond**
 - All staff begin working our normal schedule in the office

Modified Schedule

- To ensure all staff are not in the office at the same time, and not sitting closely together, a modified alternating schedule will be used.
- 1/2 of the office will be assigned a Monday and Wednesday schedule for working in the office and the other 1/2 will be assigned a Tuesday and Thursday schedule.
- The entire office will work from home on Fridays as we return.
- The schedule you are assigned will be based upon where you sit and the need to create physical distance between you and your co-workers.
- A color-coded floorplan is attached in *Appendix A* on page 7 which shows the schedule you have been assigned. You will work either the Green Schedule (Monday, Wednesday) or the Yellow Schedule (Tuesday, Thursday).

Length of Time We Will Operate on the Modified Schedule

- The length of time we will operate on the modified schedule is at this point undetermined.
- The schedule will be regularly reviewed for its effectiveness and modifications will be made as needed.
- Information from Government and Health Officials regarding the statewide COVID-19 climate will guide decisions to return to our normal work schedule.



IV. Employee Expectations – The following guidance is provided to ensure we all understand the collective role we play in maintaining a safe and healthy workplace.

Know the Signs of COVID-19

- Any ONE of the following:
 - Cough
 - Shortness of breath

OR

- Any TWO of the following:
 - Fever > 100.4 degrees
 - Chills
 - Muscle Pain
 - Headache
 - Sore Throat
 - New Loss of Smell or Taste

If you Are Sick or Have Been Around Others Who are Sick

- **STAY HOME** - If you experience any of the above symptoms within 24 hours of coming to work.
- Notify your Lead/Supervisor.
- Self-Isolate.
- Contact OurHealth to schedule a virtual meeting to determine next steps.
- Obtain appropriate authorization and documentation from OurHealth prior to returning to work in the office.
- Note that while the guidance from the CDC is constantly evolving as we learn more about COVID-19, here are the general recommendations:
 - Individuals who are ill must remain out of the office for a minimum of 10 days, with at least 3 days being fever-free without the use of medications and improving respiratory symptoms.
 - Individuals who have been exposed to close contacts who have been diagnosed or strongly suspected to have COVID-19 should remain out of the office for 14 days.
- Notify your Lead/Supervisor and HR of your anticipated return date.

If you Become Sick While at Work

- Leave the office immediately ensuring that you wear your mask at all times while exiting the building.
- Call your Lead/Supervisor.
- Call HR to let them know who in the office you may have been within 6 feet of contact with for longer than 15 minutes.
- Follow all of the guidelines in the “If you are Sick or have Been Around Others who are Sick” section above for management of your illness.

Practice Good Hand Hygiene

- Wash your hands frequently throughout the day, especially after touching surfaces that may have been contaminated. Good handwashing with soap and water lasts at least 20 seconds and covers all surfaces of the hands, not just your palms.
- When washing hands with soap and water is not possible or convenient, be sure to use hand sanitizer which is available throughout the office.

Follow Social and Physical Distancing Measures

- Maintain a radius of 6 feet of distance when around other people.
- Eliminate contact with others, such as handshakes or embraces.
- Avoid touching surfaces and items touched by others.
- Wash hands frequently.
- Avoid touching your face and eyes.
- Cover your cough.
- Reduce sharing of work materials to the greatest extent possible.
- Avoid congregating in common areas like the Lobby, Lunchroom, Print Room and Restrooms.
- Clean frequently touched surfaces and items in your office with disinfecting wipes.

Wear PPE as Required

- You will be required to wear a mask when entering and leaving the building and our office suite.
- You will also be required to wear a mask as you move about our office suite.
- When at your workstation or in your office and physically distanced from others, you may remove your mask.
- If you dispose of a mask or other PPE at work, please do so in the regular trash receptacles.

Meetings/Travel

- All client meetings should continue to be conducted virtually until further notice.
- All in-house meetings should be conducted virtually when possible.
 - When an in-house, in-person meeting is essential, social and physical distance must be maintained.
- No business-related travel is authorized until further notice.



V. Situation Monitoring and Ongoing Communication

Situation Monitoring

- The Executive Committee will regularly monitor the appropriateness and effectiveness of this Return to the Office plan and our overall COVID-19 response.
- Adjustments and modifications will be made as necessary based on business needs and guidance received from Government and Health Officials.

Ongoing Internal Communication

- Regular communications will continue as needed to provide updates on any changes or modifications to our Return to the Office plan and overall COVID-19 response.
- It is our intent to be transparent throughout this period as we transition back to the office and respond to questions and challenges as they arise.
- Questions and special circumstances can be brought to any member of the Executive Team.
- All questions and issues will be handled with the appropriate level of confidentiality.



LHD COVID-19 Return to the Office Alternating Schedule

Schedule Key

Yellow = In Office Tues, Thurs (21)

Green = In Office Mon, Wed (20)

All work from home on Friday



Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

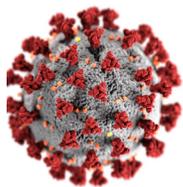


- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



Clean and disinfect frequently touched surfaces.



Cover your mouth and nose with a cloth face cover when around others.



Cover coughs and sneezes.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)