SAFE WORK PLAN
COVID-19
Disclaimer

The information contained in this handbook was compiled from sources believed to be reliable and to represent the best current opinion on each subject. Frontier Behavioral Health reserves the right to modify, revoke, suspend, terminate or change any or all procedures, at any time, without prior notice.

Intent

The intent of this Safe Work Plan is to describe FBH procedures as they pertain to COVID-19.

Communication

This Safe Work Plan is available to staff on the FBH Intranet, under the COVID-19 Resource section.

Report a Concern

If you want to report a concern about, or violation of, the Safe Work Plan please notify your supervisor and/or Director.

This plan will be reviewed regularly and updated to maintain compliance with State and Federal regulations, agency guidance, and best practices.

FBH will follow current guidelines to the best of our abilities from The Centers for Disease Control (CDC), Washington Department of Health (DOH), Spokane Regional Health District (SRHD), OSHA, and other governing bodies.

Supporting Our Employees

Supporting our staff throughout the COVID-19 pandemic is a top priority at FBH. To accomplish this goal, we are communicating regularly with staff through a variety of channels:

- All Staff Emails and CEO Updates include the latest information about FBH operations and CDC/DOH-recommended best practices for preventing the spread of the virus.
- Our Intranet website is a repository for internal and external COVID-19-related information. All Staff Emails and CEO Updates are archived on the site under Latest News and COVID-19 Information and Resources contains links to external sites such as the CDC and the Spokane Regional Health District.
**Employee Health**

The health and safety of our employees is our priority. Below are resources and information to help answer your questions about employee health and FBH requirements. If you have additional questions, please contact FBH Human Resources.

The most recent information pertaining to signs and symptoms of COVID-19 can be found on the CDC, Washington State Department of Health and Spokane Regional Health District websites; the links for which can be found on the FBH intranet.

**Employee Symptoms**

FBH follow guidance and direction from the Center for Disease Control (CDC), Washington State Department of Health (DOH) and Spokane Regional Health District (SRHD) at it pertains to isolation, quarantine, and the ability to work onsite/in the public.

People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness. Possible symptoms include:

1. Temperature above 100.4 or chills
2. Cough
3. Shortness of breath or (difficulty breathing)
4. New loss of sense of taste and/or smell.
5. Fatigue
6. Muscle or body aches
7. Headache
8. Sore Throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

If an employee is experiencing any of the above symptoms FBH encourages you to take a COVID-19 test.

In some circumstances, where symptoms are overt and obvious, FBH may require an employee to test for COVID-19 and receive test results prior to work continuation.

**COVID Exposures**

Based on guidance from Spokane Regional Health District (SRHD) and CDC, FBH uses the below criteria to determine if an exposure to COVID-19 has occurred. These three criteria refer to interactions between an employee and another individual who has a confirmed positive COVID-19 test result:

1. One or more of the individuals was unmasked (exceptions apply when an N95 mask was in use) and;
2. The period of time that the individual(s) were unmasked was 15 minutes (cumulative over a 24-hour period) or more and;
3. During the 15 minutes or more period of time the individuals were within 6 feet of one another.

Examples that are NOT considered exposures:

- When both individuals were masked (any type) and interacted for any length of time.
- When the interaction was more than 15 cumulative minutes and the COVID positive individual was not masked but the other individual was wearing an N95.
- Interactions which were less than 15 cumulative minutes, or the individuals were 6 feet or more apart when one of the individuals was unmasked and the other individual was wearing a surgical mask.
- When an individual interacts with someone who interacted with someone else who tested positive.
- When an employee has been in a building where individuals have tested positive, but the employee did not directly interact with any individuals who tested positive.
- Interactions where individuals were both unmasked, 6 ft distance was always maintained, and the interaction was less than 15 minutes.

If you were exposed to someone who has tested positive for COVID-19:
If an employee has been exposed to someone who has tested positive for COVID in the last 10 days, the employee must wear a surgical mask at all times, unless working alone, for 10 days following the last day of exposure (the day of exposure is day zero), regardless of if the employee has symptoms.

If you do not have symptoms, test for COVID 5 days following the last day of exposure.

If you do have symptoms take a COVID test as soon as symptoms develop and consider re-testing every 24-48 hours while symptoms continue through at least 5 days after your symptoms started. If your symptoms continue after the 5th day and you have been using home test kits, consider getting a laboratory molecular-based test. Negative test again on the 5th day after your symptoms start. If you test positive, follow the directions in the positive test result section below.

Notification of exposures to the COVID team is NOT required.

Positive COVID-19 Test Results

Employees who test positive for COVID-19 must complete a Data Collection Form and send the form to covid-19@fbhwa.onmicrosoft.com as soon as possible. Employees must also send an photo image of their positive test result and the image must include a piece of paper with the employees name and the date written on the paper.
Quarantine Periods
FBH follows CDC, DOH and SRHD guidance pertaining to quarantine periods. As of the publication of this version of the SWP, the recommended quarantine period following a positive test is **5 days, plus an additional 5 days of masking**. For moderate (in which the individual had difficulty breathing) or severe (individual was hospitalized) symptoms the quarantine period may be 10 or more days. Employees must be fever free for 24 hours before returning to work onsite or in the community. Please indicate on the Data Collection form if your symptoms included difficulty breathing and/or hospitalization.

For absences due to quarantine in excess of 5 days, FBH may require medical verification of the need for absence for the absences to not be subject to the Unscheduled Absence Policy, unless the time is coded as Paid Sick and Safe Time (PSST) or falls under a legally protected leave of absence or other applicable state or federal law.

**To calculate isolation/quarantine:**
**Positive Test**- Day 0 is your first day of symptoms (if you have symptoms) or a positive viral test (if you do not have symptoms). Day 1 is the first full day after your symptoms develop or your test specimen was collected. An isolation calculator is available here: **https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html**

Workspace Disinfecting
If the employee who tests positive has worked onsite within the two days preceding the onset of their symptoms or positive test, if the employee’s workspace is in an area shared by others or others are expected to go into the workspace within three days of when the employee was last present, Supervisors may submit a Lansweeper ticket to Facilities. Facilities will contact FBH’s janitorial service who will disinfect the area. The Lansweeper ticket should include the date the workspace was vacated, building name, room number or location of cubicle.

Notification of Exposures
If FBH becomes aware that an employee, in the course of work, was potentially exposed to an individual who tested positive for COVID-19 the employee will be notified as soon as FBH becomes aware of this information.

Working From Home
Supervisors may approve an employee to work from home if the employee is required to quarantine. Factors typically considered for approval to work from home include whether the employee’s work can be performed fully from home, if the employee feels well enough to work from home, the staffing levels or operational demands of the employees department at the time the quarantine is occurring.
Masking Related to COVID

Following a positive COVID test result, if directed by the COVID Team, employees may be able to return to work after a period of quarantine, however they are required to remain masked AT ALL TIMES (unless working alone) for the duration required by the COVID Team, which is based on CDC guidance. In most cases, the required masking period is 5 days following 5 days of quarantine.

All individuals are permitted to wear a mask if they choose to do so. Employees and/or clients who choose to mask may request others to be masked in their presence, although the decision to mask is up to individual preference.

All cloth face coverings must be professional in appearance, which generally means free of words or promotions and free of images which could be negatively perceived by individuals of varied ages, cultures, belief systems, etc. If a face covering is deemed to be unprofessional by a supervisor, the employee will be asked to wear a different face covering or wear a disposable mask.

Masks/coverings must be worn such that they cover both the nose and mouth.

Use of Standard Precautions and Personal Protective Equipment (PPE)

Standard Precautions are in use at FBH to prevent the spread of infection to staff and prevent the spread of infection from patient to patient. These precautions must be followed in all patient care situations. Standard Precautions assume that every person is potentially infected or colonized with a pathogen that could be transmitted in the healthcare setting. Standard precautions are:

- Hand hygiene
- Use of personal protective equipment (PPE)
- Respiratory hygiene and cough etiquette

Detailed information pertaining to standard precautions and PPE availability and usage can be found in FBH’s Infection Control Manual, located on the Intranet.

Providing Face-to-Face Services during COVID-19

Onsite Client Visits

- Clients are provided information about the availability of non-in-person client appointments, should they need such an appointment due to a positive COVID test result.
- Upon arrival to FBH, clients will be asked COVID screening questions.
  1. Have you had a positive COVID-19 test in the past 10 days?
  2. If the client answers yes, the client should not be seen in person, onsite until 10 days have passed since the client developed symptoms
or tested positive.
3. the past 10 days have you been exposed to someone who has tested positive for COVID-19 within 10 days of your interaction?
   a. If the client answers yes, ask the client if they have symptoms consistent with COVID.
      i. If they answer yes, the client should not be seen onsite for 10 days following the symptom onset.
      ii. If they answer no, the client may come onsite but must wear a surgical mask for 10 days following the date of exposure.

- Inpatient services ask screening question of potential admissions prior to and at the time of admission, and during rounds following admission. Client temperature taking is conducted at the time of admission and with routine vital sign checks each shift.

**Outreaching Clients in the Community**
All of the same Outpatient Client Visit parameters apply, plus:

- In advance of the visit or upon arrival to the outreach, clients will be asked COVID screening questions.
  1. Have you had a positive COVID-19 test in the past 10 days?
  2. If the client answers yes, the client should not be seen in person until 10 days have passed since the client developed symptoms or tested positive, unless there is concern for client safety that would necessitate an in-person visit, in which case follow instructions in red below.
  3. In the past 10 days have you been exposed to someone who has tested positive for COVID-19 within 10 days of your interaction?
     a. If the client answers yes, ask the client if they have symptoms consistent with COVID.
        i. If they answer yes, the client should not be seen onsite for 10 days following the symptom onset, unless there is concern for client safety that would necessitate an in-person visit, in which case follow instructions in red below.
        ii. If they answer no, the client may come onsite but must wear a surgical mask for 10 days following the date of exposure.
  4. If this visit will be in the client’s residence, ask if anyone in the home has tested positive in the last 10 days.
     a. When the client has not tested positive but a household member in the home has tested positive for COVID within the 10 days preceding the visit, it is preferred that visits occur in a community-based setting or outdoors. If it isn’t possible to do the visit outside, the home should ask if the COVID + individual can remain in a separate room. If the COVID + person is isolated in a different room then the employee can wear a surgical mask. If the COVID + individual is not isolated in another room then the employee should then wear an N95 mask that has been fit tested.
• **If, due to safety reasons, an in-person visit must be conducted** within the first 10 days after the client tests positive or within 10 days of the client who has symptoms has been exposed then the employee should wear an N95 mask that has been fit tested and should try to maintain 6 ft of more of distance. The client should also be encouraged to wear and ear loop mask.
• Employees performing work in the community should maintain a supply of ear loop masks to provide to clients.
• Staff must have hand sanitizer with them during community outreaches and should practice standard hand washing or use hand sanitizer as a matter of routine.
• Staff are responsible for disinfecting/cleaning any items that may be shared with others (for example, pens).
• Staff who see clients in institutional or residential settings, such as nursing homes, residential treatment centers, etc. should follow the more restrictive of either FBH requirements or the requirements of the setting.

FBH follow Spokane Regional Health District guidance in the case of outbreaks at FBH buildings.