

Valley Medical Group, P.C.

Title: Management of COVID-19 Illness for Staff/Providers

Purpose: Define the process for managing COVID-19 illness for staff and providers following current MA DPH guidelines.

Policy: All staff and providers will report COVID-19 illness to their manager and follow the corresponding isolation guidelines and return to work requirements.

Procedure:

Do not come to work if you are sick and/or have symptoms of COVID-19. (COVID-19 symptoms of concern include fever or chills, cough, and sore throat). Complete a COVID-antigen test at home if exhibiting symptoms of COVID-19.

COVID-19 POSITIVE

- If your COVID-19 test is positive, stay home from work and contact your manager/supervisor.
- You may return to work when at least 5 days have passed since your first COVID-19 symptoms/positive COVID-19 test, whichever is first **and** you have received a negative COVID-19 test (antigen) test on Day 5 (or later) **and** symptoms have substantially improved including being fever free for 24 hours (without the use of fever-reducing medications)
- If you have positive COVID-19 test on day 5 and on the following days, you may return to work at day 10.
- Returning to work day 5 thru day 10 all staff and providers wear a surgical mask. No use of lunchroom for all thru day 10.

EXPOSED TO COVID-19 AND ASYMPTOMATIC

- No work restrictions unless you develop symptoms or test positive for COVID-19. You must self-monitor for symptoms for 10 days
- While working day 1 thru 10 all staff and providers wear a surgical mask.

IMPORTANT CONSIDERATIONS

- COVID-19 exposure is defined as close contact (within 6 feet) of 15 minutes or more with someone with known COVID-19 positivity.
- Health care workers are not considered exposed who have consistently used appropriate PPE when they have been in close contact with a COVID-19 patient or coworker.
- VMG staff and providers with symptoms or looking for medical advice and/or care should contact their primary care providers.

References:

MA DPH: <https://www.mass.gov/guidance/guidance-for-health-care-personnel-with-sars-cov2-infection-or-exposure>

Author	Gina Campbell, MSN, RN Vice President Clinical Operations
---------------	---

Approval	Medical Director, Vice President, Clinical Operations
-----------------	---

Effective	9/2024
------------------	--------

ADDENDUM: CALCULATING TIME OUT OF WORK

When staff/provider report that they are COVID+, they are to also share the names of any individuals who may have been exposed at work the 2 days before the onset of symptoms with their Manager.

Managers will notify each staff person who is identified as being exposed and review VMG policy and guidance for COVID-19 illness. If individuals exposed are not a member of your team, please share the names with the appropriate manager, so they may complete notification of the exposure and follow up on VMG policy and guidance for COVID-19 illness.

Calculating days an individual needs to be out of the work:

Day 0	Is the date of the COVID-19 symptoms first started or positive Covid-19 test, whichever is first.
Day 6	Earliest return to office date is Day 6 <i>Example: COVID-19 symptoms first started/Covid-19 test (whichever is first) on 2/1/24, Day 0. Return to work is on Day 6, which is 2/7/24. Return to the office follows all guidelines in policy.</i>
Day 7-10	If still positive on Day 6, may return to the office once COVID-19 test negative or on Day 10. <i>Return to the office follows all guidelines in policy.</i>

If a case of COVID-19 is determined to be acquired at work, this will be reported to Human Resources.

Staff/providers will need to actively communicate with their manager about returning to work.

Sample email communication provided below that may be used to communicate with a staff member/provider about possible exposure to COVID-19 at work.

Staff Exposure at Work

I am writing to inform you that you may have been exposed to COVID -19 while at work on (DATE).

In an effort to best protect you and your colleagues, we are requesting you self-monitor for symptoms for ten days. If you develop symptoms, complete a COVID-19 test.

If you are asymptomatic, you may continue to be at work, following all VMG safety practices including while working wearing a surgical mask for ten days [ADD DATE: 10 days out].

If you should test positive, please let me know so we are able to review the guidelines and determine dates for return to work.