

# CORONAVIRUS (COVID-19)

## ALLINA HEALTH ABILITY-TO-WORK GUIDELINES FOR EMPLOYEES

*Revised Jan. 26, 2022*

- Step 1:** Complete the [Employee Occupational Health COVID-19 Online Intake form](#) to report symptoms or an exposure, ([AKN](#) or [Allina Health.org](#))
- Step 2:** Review the table of contents to identify your situation and follow the outlined instructions.
- Step 3:** When counting days removed from work, day 0 is the day of COVID-19 symptom onset or a positive test collection date if asymptomatic whichever came first.
- Step 4:** If you have concerns about your health, consult your primary care provider.
- Step 5:** If you are a remote worker and you are symptomatic or test positive for COVID-19, you should continue to work if you feel well enough. If you are not well enough to work you should inform your manager.

*If you have tested positive for influenza and you have symptoms consistent with COVID-19, you should also consider COVID-19 testing.*

**Possible NEW/UNEXPLAINED symptoms of COVID-19:**

- Fever or chills (Temperature equal to or greater than 100F or 37.80C)
- Cough
- Shortness of breath/difficulty breathing
- Diarrhea – greater than 3 loose stools in a 24 hour period
- Vomiting
- Sore throat
- Loss of smell or taste, or a change in taste
- Body/muscle aches/fatigue
- Headache
- Congestion/runny nose
- Nausea

**Table of Contents (Click on the situations, definitions or references below for guidance.)**

<p><b><u>Situations</u></b></p> <p>A. <a href="#">Positive COVID Results (blue section)</a></p> <p>B. <a href="#">Symptomatic Employee ( green section)</a></p> <p>C. <a href="#">Higher Risk Work and Community Exposures (white section)</a></p>	<p><b><u>Definitions/References:</u></b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Lower Risk Exposures-Community or Work</a></li> <li>2. <a href="#">Higher Risk Exposures- Community or Work</a></li> <li>3. <a href="#">Universal Masking and Face Shield/Eye Protection Plan</a></li> <li>4. <a href="#">Breach in PPE</a></li> <li>5. <a href="#">COVID testing/scheduling process</a></li> <li>6. <a href="#">Severely immunocompromised</a></li> <li>7. <a href="#">Other References:</a> <ul style="list-style-type: none"> <li>• <a href="#">EOH COVID 19 Employee Exposure Procedure</a></li> <li>• <a href="#">COVID 19 EOH Glossary of Terms</a></li> </ul> </li> <li>8. <a href="#">Symptom definitions:</a> <ul style="list-style-type: none"> <li>• <a href="#">New symptoms</a></li> <li>• <a href="#">Mildly symptomatic</a></li> <li>• <a href="#">Improving symptoms</a></li> </ul> </li> <li>9. <a href="#">Fully Vaccinated</a></li> </ol>
--	---

--	--

	<b>Situation</b> (Please review all to find most applicable to you)	<b>Employee is asymptomatic (no symptoms)</b> <b>Do you have the ability to work?</b>	<b>Employee is symptomatic (symptoms)</b> <b>Do you have the ability to work?</b>
A	<b>Positive COVID-19 Test</b>	<p><b>NO you are not able to work until the following criteria is met (following CDC Contingency Guidance):</b></p> <ul style="list-style-type: none"> <li>• If you are unvaccinated, vaccinated, or received your booster you are not able to work for 5 full days starting from the date of your positive test collection.</li> <li>• If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift.</li> <li>• You may return to work on day 6 as long as you remain asymptomatic.</li> <li>• Strongly recommended that employee gets a COVID-19 antigen test on day 5 if they are planning to return to work on day 6 or within 48 hours of return to work. Antigen testing is not needed if returning on day 11 or greater.</li> <li>• Employees who are <a href="#">severely immunocompromised<sup>8</sup></a> but who are asymptomatic throughout their infection may return to work when at least 20 days have passed since the date of their first positive test.</li> </ul>	<p><b>NO you are not able to work until the following criteria is met (following CDC Contingency Guidance):</b></p> <ul style="list-style-type: none"> <li>• If you are unvaccinated, vaccinated, or received your booster you are not able to work for 5 full days starting from the date since COVID symptoms first appeared.</li> <li>• If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift.</li> <li>• You may return to work on day 6 if you meet <b>all</b> of the following criteria:               <ul style="list-style-type: none"> <li>- <a href="#">You are MILDLY symptomatic (as defined below)</a></li> <li>- 24 hours fever free without use of fever reducing medications</li> <li>- Symptoms are improving</li> <li>- Strongly recommended that employee gets a COVID-19 antigen test on day 5 if they are planning to return to work on day 6 or within 48 hours of return to work. Antigen testing is not needed if returning on day 11 or greater.                   <ul style="list-style-type: none"> <li>○ If your antigen test is positive do not return to work and email <a href="mailto:employeeocchealthhotline@allina.com">employeeocchealthhotline@allina.com</a> and your manager. Continue to antigen test daily and return to work when negative</li> <li>○ If negative, return to work on day 6 if all criteria from the Ability to Work are met.</li> </ul> </li> </ul> </li> <li>• If you are unable to return to work on day 6 due to continued fever or symptoms not improving you must remain off work and may return to work when you meet the following criteria:               <ul style="list-style-type: none"> <li>- 24 hours fever free without use of fever reducing medications</li> <li>- Symptoms are improving</li> </ul> </li> <li>• Employees who are <a href="#">severely immunocompromised<sup>8</sup></a> may return to work when at least 20 days have passed since COVID symptoms first appeared AND at least 24 hours have passed since resolution of fever AND your symptoms have improved.</li> </ul>

			<ul style="list-style-type: none"> <li>• Employees returning to work following COVID-19 infection should do the following: <ul style="list-style-type: none"> <li>- Wear an N95 or half face respirator while at work (if medically cleared and fit tested) even in non-patient care areas. If not fit tested or in respiratory protection program a droplet mask must be worn at all times.</li> <li>- Follow all additional PPE requirements for patient care.</li> <li>- Practice physical distancing from coworkers at all times.</li> <li>- Remain physically distanced from others when removing N95 respirator or droplet mask, in order to eat or drink</li> </ul> </li> </ul>
B	<b>Symptomatic Employee</b>	N/A	<p><b>NO you are not able to work until the following criteria is met (following CDC Contingency Guidance):</b></p> <ul style="list-style-type: none"> <li>• If you are at work, inform your manager immediately and remove yourself from Allina Health campus. Symptomatic employees should not report to EOH.</li> <li>• If you are at home and are on the schedule, follow your regular sick call-in process for each shift you unable to work. <ul style="list-style-type: none"> <li>– <b>Report symptoms to EOH by completing the <a href="#">Employee Occupational Health COVID-19 Online Intake form</a>. (AKN or Allina Health.org)</b></li> <li>– <b>Follow the instructions that you will be emailed from the call center.</b></li> </ul> </li> </ul> <p><b>TESTING:</b> required.</p> <p><b>IF TEST IS NEGATIVE – Inform your manager of results:</b>  Negative test = 2 negative antigen tests taken 24-48 hours apart or 1 negative PCR test.</p> <ul style="list-style-type: none"> <li>• Work with your manager on returning to work.</li> <li>• You may return to work if you meet <b>all</b> of the following criteria: <ul style="list-style-type: none"> <li>- You are MILDLY symptomatic</li> <li>- 24 hours fever free without use of fever reducing medications</li> <li>- Symptoms are improving</li> </ul> </li> </ul> <p><b>IF TEST IS POSITIVE – Follow steps in section A</b></p>

B1	<b>Mildly Symptomatic Employee <i>while at work</i></b> <i>(mild symptoms such as new isolated headache, sore throat, runny nose, nasal congestion or GI symptoms)</i>	N/A	<ul style="list-style-type: none"> <li>• Must be feeling well enough to work</li> <li>• Follow the <a href="#">COVID-19 Rapid Antigen Testing Procedure</a></li> </ul>
C	<b>Higher risk Exposures:</b> <b>Work or Community related exposure</b>	<p><b>Work or Community Higher Risk exposures: YES you are able to work.</b></p> <ul style="list-style-type: none"> <li>• Report higher risk exposure to EOH by completing the <a href="#">Employee Occupational Health COVID-19 Online Intake form.</a> (AKN or Allina Health.org)</li> <li>• Monitor for symptom development.</li> </ul> <p><b>TESTING strongly recommended for all higher risk exposures at days 2 and 5 (testing may be antigen or PCR):</b></p> <p><b>Inform your manager of results, if test is positive refer to section A.</b></p>	<p><b>NO, you are not able to work.</b></p> <p>Follow instructions in section B.</p>

**1. Lower Risk Exposure Definition:**

**Work Exposure:** Low Risk COVID-19 Exposure includes the following:

- Employees wearing a droplet mask and eye protection while providing care to a masked COVID-19 patient will not be considered to have had a higher-risk exposure.
- Employee was **not** using all recommended PPE but did **not** have prolonged (greater than 15 minutes) close contact (closer than 6 feet) with patient/resident/co-worker (recommended PPE includes N95 or half face respirator and AH approved eye protection)

**OR**

Employee had prolonged close contact with patient/resident/co-worker **AND** any circumstance listed below:

- Employee wearing all recommended PPE and adhering to all recommended infection control practices
- Employee is wearing a respirator/ear loop/surgical/droplet facemask and positive patient/resident/co-worker is wearing an ear loop/surgical/droplet facemask or alternative/cloth mask.
- Employee is wearing a respirator, eye protection, gown and gloves **AND** an aerosol-generating procedure **was** performed while EMPLOYEE was present
- Employee wearing respirator and eye protection and > 6 feet away during an AGP without wearing gown.

**Community Exposure:** Low Risk COVID-19 Exposure includes the following:

- Employee who has had contact with a person in the community for less than 15 minutes and greater than 6 feet away who has tested positive for COVID-19 without wearing PPE/mask within the last 10 days.

**2. Higher-Risk Exposure Definition:**

**Work Exposure:** High Risk COVID-19 Work Exposure includes the following:

- **Employee had prolonged close contact with COVID-19 positive patient/resident/co-worker and patient/resident/co-worker was not wearing a mask:**
  - Employee not wearing respirator
  - Employee wearing respirator but not wearing eye protection

**Community Exposure:** High Risk COVID-19 Community Exposure includes the following:

- Employee who has had close contact (within 6 feet for 15 minutes and greater)

Refer to the [Employee Occupational Health- COVID-19 Employee Exposure Procedure](#) for additional information

**3. Universal Masking and Face Shield/Eye Protection recommendations:**

- [Follow the COVID-19 Infection Prevention and Control Plan](#) for additional PPE guidance
- See [Personal Protective Equipment FAQ](#) for details

**Universal Eye Protection**

- All staff at Allina Health clinics, facilities or home care are required to wear eye protection **when working with patients or are in patient care areas, common areas, hallways and corridors.**
- Hospital staff must wear eye protection when in patient care areas.

**Enhanced Respiratory Precautions**

- Half-face respirator mask, N95, CAPR/PAPR to be used for all positive COVID-19 and PUI patient care, eye protection, gown and gloves.

**4. Breach in PPE:**

A breach is defined as a broken, ruptured, or torn condition or not using correct type of PPE. If breach not during an [Aerosol Generating Procedure List.docx](#), then exposure must be greater than 15 minutes and closer than 6 feet to be considered a breach. If breach occurs during an AGP, it's automatically a high-risk work exposure and immediately needs elevation to EOH.

**5. COVID-19 testing/scheduling process:**

- Complete the EOH Online Intake Form ([AKN](#) or [Allina Health.org](#)) and self-schedule a test through Allina Health account (formerly MyChart) or [allinahealth.org](#) or call 612-262-4145 if you do not have access to an Allina Health account.
- If Employee has received positive test results (from any source) and has not been contacted by Employee Occupational Health via email or phone. Employee must email positive test results to: [Employeehealthserv@allina.com](mailto:Employeehealthserv@allina.com), subject line: Test results and A or D#
- Employees **must notify their manager** and if applicable their processor approver of their test results (both positive and negative), and work with their managers directly to return to work as long as above guidelines are met.
- **Allina Health accepts all COVID-19 tests and results.**

- [Employee COVID-19 Rapid Antigen Testing Procedure](#)

6. **Severely immunocompromised** are patients or employees with/receiving the following:

- Uncontrolled HIV with CD4 count <200 or HIV patients not on antiretroviral medication
- Currently receiving cancer treatment
- With solid organ transplant on anti-rejection medication
- Recent bone marrow transplant recipients with <500 absolute neutrophil count
- With genetic immune deficiencies
- On 30mg prednisone for 30 or more days
- On immunosuppressants (mycophenolate, sirolimus, cyclosporine, tacrolimus, etanercept, rituximab, daclizumab, basiliximab, ocrelizumab, ofatumumab, obinutuzumab)

7. **Other References:**

- [EOH COVID 19 Employee Exposure Procedure](#)
- EOH Online Intake Form ([AKN](#) or [allinahealth.org](#))

8. **Symptom Definitions:**

- **“New” symptom**- New symptom means new onset or a change from Employee’s baseline. (For example: this does not include known seasonal allergies/chronic conditions)
- **Mildly symptomatic** – those with various COVID-19 signs or symptoms without shortness of breath, dyspnea, or abnormal chest imaging.
- **Improving symptoms** –
  - i. At least 24 hours have passed since last fever without the use of fever-reducing medication, and
  - ii. Symptoms (e.g., cough, sore throat) have improved

9. **Fully vaccinated:** Being 14 days or greater post 2<sup>nd</sup> dose of Pfizer/Moderna vaccines or 1<sup>st</sup> (single) dose of Janssen (Johnson & Johnson) vaccine.