

**COMMUNITY LIVING ALLIANCE  
CORE AND PCW POLICY**

**COVID-19 INTERIM POLICY:  
EXCLUSION FROM WORK BECAUSE OF POTENTIAL EXPOSURE TO COVID-19  
AND  
RETURN TO WORK FOR THOSE WITH CONFIRMED OR SUSPECTED COVID-19**

<b>Effective Date:</b>	March 27, 2020
<b>List of Policies Superseded or Archived Due to this Policy</b>	N/A
<b>Issued By (Title):</b>	Director of Human Resources
<b>Approved By (Title):</b>	Executive Director

**Policy Statement:** For the health and safety of CLA’s employees and clients during the federal government’s and the State of Wisconsin’s declared public health emergency due to COVID-19 (Coronavirus), Community Living Alliance (CLA) will follow CDC (Center for Disease Control and Prevention) and Wisconsin Department of Health guidelines and comply with any state and federal government mandates. This policy outlines strategies for healthcare workers being excluded from work due to COVID-19 or returning to work following COVID-19 illness. This is an interim policy that remains in effect during the declared COVID-19 state of emergency. CLA reserves the right to modify this policy at any time in order to comply with evolving workplace needs and / or government mandates.

**Definitions:**

**Healthcare Workers:** For the purposes of this policy, due to the nature of CLA’s work, CLA considers all employees, regardless of position, to be healthcare workers.

**Confirmed COVID-19:** Medical authority has diagnosed individual as having COVID-19. Diagnosis may be confirmed with or without a test being administered.

**Suspected COVID-19:** Developed symptoms of a respiratory infection but did not get tested for COVID-19.

Symptoms of COVID-19 may include: fever, cough, shortness of breath, headache, fatigue, nausea, vomiting, diarrhea. Symptoms may appear within 2-14 days after contact with someone who had COVID-19. Additional information about symptoms and determining if one is ill can be found at the Wisconsin Department of Health Services website at <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>.

**\*\*\* ANYONE WITH SYMPTOMS OF COVID-19 SHOULD CALL THEIR DOCTOR.**

**Procedure:**

**1. If an employee has had close contact with someone confirmed to have COVID-19:**

1.1. The employee notifies their supervisor and the CLA HR Employee Relations Coordinator or the HR Director.

- 1.2. The employee will be required to self-quarantine for 14 days, and is not permitted to work in the office or in the community. Core employees may discuss work from home options with their supervisor and HR. Employees with paid leave may use that leave during this time.
- 1.3. After the quarantine period has passed, and if there are no symptoms or confirmation of COVID-19, the employee may return to work.

**2. If an employee has acute respiratory illness / COVID-19 symptoms:**

- 2.1 Employee must stay home from work. Core employees may discuss work from home options with their supervisor and HR. Employees with paid leave may use that leave during this time.
- 2.2. Employee should call their healthcare provider before seeking treatment unless it's an emergency.
- 2.3. Employee notifies their supervisor and the CLA HR Employee Relations Coordinator or the HR Director.
- 2.4. Employee is to follow their doctor's guidance, stay home, and may not return to work until **all of the following have occurred:**
  - a. Employee has had no fever for at least 72 hours (**without the use** of fever-reducing or symptom-altering medication).
  - b. Other symptoms have improved (i.e. cough or shortness of breath have improved).
  - c. At least 7 days have passed since symptoms first appeared.

**3. If an employee is at work and begins to feel ill and has symptoms of COVID-19:**

- 3.1. Employee must separate self from other employees and/or clients.
- 3.2. Employee is to go home immediately.
- 3.3. Employee should call their healthcare provider before seeking treatment unless it's an emergency.
- 3.4. Employee notifies their supervisor and the CLA HR Employee Relations Coordinator or the HR Director.
- 3.5. Employee is to follow their doctor's guidance, stay home, and may not return to work until **all of the following have occurred:**
  - a. Employee has had no fever for at least 72 hours (**without the use** of fever-reducing or symptom-altering medication).
  - b. Other symptoms have improved (i.e. cough or shortness of breath have improved).
  - c. At least 7 days have passed since symptoms first appeared.

**4. If an employee tests positive for COVID-19:**

- 4.1. Employee notifies their supervisor and the CLA HR Employee Relations Coordinator or the HR Director.
- 4.2. HR works with employee to identify employees, clients, other business partners that had contact with employee.
- 4.3. HR notifies anyone identified from step 4.2 above that they may have been exposed to someone with confirmed COVID-19. HR will maintain all confidentiality and HIPAA regulations in delivering the communication. The employee's name and any other identifying information will not be used.
- 4.4. If potential exposed parties are employees, they will not be allowed to work. They will be required to follow the points in Step 1 above (reporting and self-quarantining before being allowed to return to work).
- 4.5. Employee will be required to follow their doctor's guidance, stay home, and will not be permitted to return to work until they submit a doctor's release to CLA HR.

4.6. Core employees may discuss work from home options with their supervisor and HR. Employees with paid leave may use that leave during this time.

5. Employees returning from travel to areas with CDC Level 3 Travel Health Notices or returning from specific U.S. states known to have high levels of community transmissions (i.e. Washington, New York, Florida as of the development of this policy) are advised to stay home from work (Core employees may have remote work options available), practice social distancing, and monitor symptoms for 14 days.
6. All PCWs who miss CLA work due to showing symptoms of COVID-19, being ill with COVID-19, caring for someone with COVID-19, or because of lack of child care due to COVID-19 business closures, must submit a CLA Time Off Request (TOR). TORs are available on the CLA website at [https://www.clanet.org/wp-content/uploads/2020/01/Time\\_Off\\_Request\\_Form.pdf](https://www.clanet.org/wp-content/uploads/2020/01/Time_Off_Request_Form.pdf).
7. All employees must adhere to CLA’s confidentiality and HIPAA requirements regarding any employee, client, or other business partner with suspected or confirmed COVID-19.

	<b>Name and Title</b>	<b>Date</b>
Revised/Reviewed		