

# Employee Checklist Protocol

## Manager's Responsibilities



The following are the **minimum recommended health protocols** for TML Health Benefits Pool. Managers may adopt additional protocols consistent with their department's specific needs and circumstances to help protect the health and safety of all TML Health employees.

Managers should stay informed and take actions based on common sense and wise judgment that will protect employees' health.

- Immediately send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

An infographic on a light green background listing 11 symptoms of COVID-19, each with a circular icon. The symptoms are arranged in three rows. The first row includes Cough, Diarrhea, Loss of taste or smell, and Known close contact with a person who is lab confirmed to have COVID-19. The second row includes Sore throat, Muscle pain, Shortness or breath or difficulty breathing, and Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit. The third row includes Chills, Headache, and Repeated shaking with chills.

Cough	Diarrhea	Loss of taste or smell	Known close contact with a person who is lab confirmed to have COVID-19
Sore throat	Muscle pain	Shortness or breath or difficulty breathing	Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
Chills	Headache	Repeated shaking with chills	

- Provide access to information on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
  - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all of the following criteria are met:
    - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
    - the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - at least 7 days have passed since symptoms first appeared; or
  - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the office suite.
- Have employees maintain at least 6 feet separation from other employees and individuals in the building. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- No in-person department gatherings requiring that all employees attend are permitted during the time period when these guidelines are in effect. Examples include, but are not limited to: department meals, department meetings, birthday parties, and/or baby showers.
- Employees are required to wear face coverings (over the nose and mouth) in common areas (i.e., hallways, breakrooms, bathrooms and lounges). Face coverings are not required when an employee is sitting at his/her desk.