

Still Hopes Episcopal Retirement Community

Employee Illness during COVID 19 Pandemic

Employees of Still Hopes who may have or be experiencing the following (but not limited to):

1. Fever of 100.0 or greater
2. Mild respiratory symptoms that may or may not be related to COVID19
3. Severe respiratory symptoms that warrant medical treatment
4. Have been in close contact with someone who has susceptible or confirmed COVID19
5. Have had Health Care or Public Risk/travel exposures that warrant follow up or monitoring

Still Hopes Instructions: If you are experiencing a medical emergency, contact 911.

1. What do I do next?

Contact your Supervisor or Director to let them know if you are unable to work because you are feeling sick, are having symptoms or have been sent home at a **“Temperature Station”**.

* An **“Employee Illness Screening Tool”** will be used to determine your risk of exposure and how long you are to be out of work. This tool will be completed initially by your supervisor and follow up will be conducted through Employee Health.

* If you have not heard from someone after 48 hours of reporting your symptoms please call **Employee Health at 803-995-8151.**

2. What symptoms do I watch for?

Monitor yourself for the following symptoms: (including but not limited to)

- a. **Temperature equal to or greater than 100.0** **Without the use of fever reducers
- b. **Cough** (new or change in)
- c. **Sore Throat**
- d. **Shortness of Breath**
- e. Additional symptoms may be: muscle aches, nausea, vomiting, diarrhea, abdominal pain headache, runny nose, fatigue.
- f. **PLEASE NOTE:** Elevation in your temperature, above 100.0 degrees with sudden development/change in symptoms, **it is recommended you call your healthcare provider.**

3. What do I do if I feel sick or “ill”?

You are encouraged by the CDC/SCDHEC health officials to contact your personal medical provider or utilize one of the following tools that are **FREE** for online screening and treatment: Use the code: **COVID19** in the PROMO CODE box on the payment page

- a. PRISMA Smart Exam: <https://www.prismahealth.org/virtual-visit/>
- b. MUSC Screening: <https://campaigns.muschealth.org/virtual-care/index.html>
- c. Other tools can be found here: <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/telehealth-virtual-care-providers-covid-19>

4. Questions?

You may reach out to our Employee Health Services hotline for questions. Please allow 48 hours for a response or return call at **803-995-8151** or email employeehealth@stillhopes.org.

When can I RETURN TO WORK:

1. Employees whose only symptom is a temperature 100.0 or greater must remain out of work for a minimum of 24 hours after they have stopped running a fever.
2. Employees who develop a **fever and respiratory symptoms** related to the COVID19 screening or those who have more than 2 symptoms, are required to have a risk assessment screening before returning to work. This risk assessment screening will be done through Employee Health Services.

10 ways to manage respiratory symptoms at home

If you have fever, cough, or shortness of breath, call your healthcare provider. They may tell you to manage your care from home. Follow these tips:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



For more information: www.cdc.gov/COVID19