

BON SECOURS MERCY HEALTH

BSMH Associate COVID-19 Protocol

Who follows the protocol?

Associates must follow the protocol if any of the following risk factors apply within the past 14 days:

- International travel – All associates who return from international travel will be required to contact their [site Associate Health nurse](#) **prior** to returning to work.
 - Depending on geographic areas visited, associates may be required to self-monitor for fever, cough and shortness of breath for up to 14 days after returning from travel, even if they are currently asymptomatic.
- Associates are required to self-report to their [site Associate Health nurse](#) immediately for any of the following:
 - Close contact with a person under investigation for COVID-19 while that person was ill.
 - Caring for a person under investigation for COVID-19 in our facilities without proper use of all required PPE.
 - Close contact with an ill, laboratory-confirmed COVID-19 patient in the context of living with, being an intimate partner of, or caring for the person outside a health care facility.

What is the protocol?

1. If an associate meets any of the above risk factors, **they must self-disclose to their site Employee Health Nurse** before returning to work. Employee Health will speak with the associate and determine if the associate needs to be in the protocol.
2. Self-disclose to the local health department where the associate lives in the event of for monitoring as necessary.
3. If an associate or manager has a concern about a colleague, they should contact their Employee Health Nurse as soon as possible. Employee Health will determine if the associate should be interviewed and placed in the protocol.
4. Once in protocol, the associate will need to remain at home for 14 days. The associate and their manager can determine if working from home is an option. Otherwise, the time off will be provided under available PTO. The associate also must maintain contact with the health department where they reside, as requested by health department.
5. During that time, the associate should self-monitor for symptoms in accordance with local health department guidance, as appropriate.
6. If an associate becomes symptomatic during this timeframe and feels ill, they should contact their local health department or primary care physician. The health department or primary care physician will advise on next steps.
7. Upon expiration of 14-day furlough period, the associate needs to be cleared by their local health department or treating physician. Documentation must be sent to Tara Johnson, System Director, Absence by fax at 513-458-7792 before the associate can return to work.
8. If an associate becomes symptomatic during this period, a medical leave of absence will be initiated, and a Short-Term Disability application will be sent to the associate to apply for coverage, if they are eligible.
9. As a reminder, for general illness, associates can only return to work after being fever-free for 24 hours without the use of fever reducing medication.

What are the coronavirus symptoms?

- Symptoms can include: fever, cough and shortness of breath.

The [CDC](#) believes at this time that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. This is based on what has been seen previously as the incubation period of [MERS](#) viruses.

For additional information on Travel Advisories from the CDC, [click here](#).