



**Revised: January 4, 2022**

## **Damien COVID Protocols**

Damien is committed to providing a safe and healthy workplace for all our employees and for those seeking services from us. Damien has developed the following COVID-19 protocols to minimize the risk of transmission of COVID-19 and respond to COVID-19 positive cases. These protocols will continue to be updated as the epidemic evolves.

### **Vaccine Requirement**

All employees are required to be fully vaccinated against the COVID-19 virus. Any employee will lose their employment status if they fail to meet the timeline and requirements that Damien defines as fully vaccinated. This definition may continue to evolve as the Centers for Disease Prevention and Control release new guidance. Any new employee cannot begin employment without proof of initial vaccination dose and a commitment to complete full vaccination.

Exemptions will be considered for medical reasons only and all requests must be provided in writing. Extensions will be granted for anyone who has recently had COVID-19 or who is currently in the process of being vaccinated.

Effective February 1, 2022, the new definition for fully vaccinated will include:

- 2 weeks after a 2-dose series of the Pfizer or Moderna vaccines AND a booster for either Pfizer or Moderna
- 2 weeks after a single-dose vaccine of Johnson & Johnson's Janssen vaccine AND a booster for either Pfizer or Moderna

Employees may choose either Pfizer or Moderna vaccine for their booster at the employee's discretion. Employees are required to provide proof of vaccination via established protocol. Contact Rick Tisdale or Amanda Bow if you are unsure how to report your vaccination status.

### **Mask Requirement**

Damien requires all employees and visitors to wear masks at all times unless you are in a private space or at your workstation or all parties are able to remain six feet distant, until further notice. Individuals are exempt when eating or drinking.

All clients, patients, and visitors will be provided a mask if they arrive without one. Masks should be surgical, disposable masks. A mask should only be worn for a maximum of one day and then discarded. If someone is wearing a cloth mask, they will be asked to switch to a disposable mask or to wear one beneath the cloth mask.



In general, masks are not required for outdoor Damien activities. However, events or activities where large numbers are attending or expected, masks may be required. Each individual event should be vetted through leadership team members to make an appropriate determination.

### **Mandatory Onsite Testing**

Damien requires a COVID-19 test each week for any employee who enters Damien's main building or any other official Damien office space outside of the main building. Testing days are assigned by Damien and should be followed whenever possible. If an employee is unable to make their regularly scheduled testing day, they may select the most convenient day that same week that testing is offered and complete the test. If you switch days, you do not need to seek approval. You should simply attend the next available day. All tests are self-administered and results are reported through the NAVICA application.

In the event that testing supplies are not available or for other unforeseen reasons, Damien may cancel testing. In this event, employees are not required to seek testing from another source, unless provided with a home test kit. If such a kit is provided by Damien, the employee is expected to complete it and report the results through the NAVICA application.

If an employee is working from home or otherwise does not enter Damien's facility on any given week, they do not need to complete a test on that week.

Employees who are symptomatic or have been exposed directly to someone with COVID-19 may request a home test kit from Damien. If Damien is able to provide a kit, it must be collected off premises and results must be reported through the NAVICA application. Damien does not guarantee test kits will be provided and are available as supplies are available.

### **Exposure or Symptomatic Protocol**

Please remember that you should not come to work with any cold or flu symptoms, regardless of COVID status. If you do not feel well, you may be contagious with another flu or cold, and no one wants to be sick with that cold or flu either.

For the purpose of this protocol, COVID symptoms could include loss of smell or taste, headache, sore throat, fever, sinus congestion, cough, shortness of breath or difficulty breathing, body or muscle aches, nausea, diarrhea, or other cold or flu symptoms.



For the purpose of this protocol, exposure or close contact is defined as someone who was within 6 feet of another person who tested positive for COVID-19 for a total of 15 minutes or more within 2 days prior to the other person's illness onset, regardless of whether the contact was wearing a mask or not.

For the purpose of this protocol, a provider diagnosing a patient with COVID-19 or meeting with a patient who has COVID-19, it will not be considered an exposure. Providers should operate on a symptomatic protocol.

If a staff person is living with another person who tests positive for COVID, this should be reported as an exposure. Each individual situation will be discussed to determine the best plan to assure safety.

If you test positive or are exposed, follow the protocol listed below:

### 1. **Notify Leadership Immediately**

- Leave the building immediately if you are at the office and discover your positive status or exposure. **DO NOT** come to work if you are offsite!
- Send an email (*NOT a Teams message*), with **COVID** in the subject line to Rick Tisdale, Amanda Bow and Alan Witchey. Please include all three people. The email should include:
  - The date and location (if known) where your exposure occurred or the symptoms began
  - A list of employees that you may have exposed within 48 hours prior to your exposure or becoming symptomatic AND spent more than 15 minutes with regardless of masked or unmasked.
  - If you test positive for COVID-19 and have not been on Damien property for 48 hours, you should still report your positive status and follow relevant protocols.
- You should also notify the director of your department. Your director will work with you to determine if you are able to or should work from home during the time you will be out of the office.

### 2. **Get Tested**

For the purpose of this protocol, COVID-19 testing will include one PCR test or two rapid tests. Rapid tests should be taken at least 36 hours apart. Rapid tests are highly effective at determining if you are infectious to others, but they are not used to determine a diagnosis. A PCR test is a critical part of confirming a COVID diagnosis. If someone tests negative on a rapid, but positive on a PCR that means they have COVID, but are not necessarily transmitting the virus yet or any longer.

- Follow these guidelines when getting tested:



- If you received a positive PCR test, you do not need to take another test at this point. However, you will need to get a negative test in order to return to work.
  - If you have received a positive rapid test, we strongly encourage you to take a confirmatory PCR test. You will need to schedule this test at an offsite testing location. If you do not know how to schedule this test, please ask the Human Resources Team. A PCR is not required; however, the Damien may require it at our discretion.
  - If you have been exposed to someone who has tested positive for COVID-19, you should wait to be tested until 48 hours after exposure. Testing can sometimes have a waiting list, so you should schedule as soon as possible. Regardless of the results of this test, you will be required to take another test 5 days after exposure or positive result before being eligible to return to work.
  - If you have started showing symptoms, you will need to schedule a PCR test or a rapid test. This test cannot be done onsite at Damien. If you do not have a rapid test, you can request one from Amanda Bow or Rick Tisdale. If Damien has rapid tests available, they will arrange for you to pick one up outside or make other arrangements with you.
  - If you have cold/flu symptoms and have tested COVID negative, you may return to work when you have been 24 hours with no fever and symptoms have subsided.
- Rapid tests are accepted; PCR test are preferred. You can get a free test via mail through <https://www.pixel.labcorp.com>, a great option if you are quarantining because of exposure!
  - Rapid tests are available for purchase at retailers. If your exposure was at work, we will reimburse for the cost of a rapid test.

### **3. Isolation, Quarantine, and Retesting**

- Regardless of vaccination status, if you test positive, you must isolate for a minimum of five days after onset of symptoms or testing positive.
- You should retest on day 5. Rapid tests are acceptable but you should take two at least 36 hours apart.
- If you tested positive, you are required to retest and receive a negative test before returning to work.
- After 5 days, if you do not have a fever and your symptoms have subsided for 24 hours AND you have a negative COVID test, you are cleared to return to work. However, before returning, you must send an update email with "COVID" in the title to Rick Tisdale, Amanda Bow, and Alan Witchey confirming your negative test. Damien reserves the right to ask for proof of a negative test.
- You must wear a mask 100% of the time while you are on Damien property until 10 days have passed.



- After 10 days, you may return to normal masking and testing protocols.

#### **4. Working From Home and Return To Work**

- While quarantining, you may find you have mild symptoms or stronger symptoms. You should always consider your return to health as your first priority. If you have stronger symptoms, such as difficulty breathing or continued fever, you should contact your primary care provider and if needed go to the emergency room. Be safe and seek help if you need it.
- Please note that previous COVID leaves have all expired. If you are at home with COVID, you will need to use PTO and request it through normal channels.
- If you have mild symptoms or are asymptomatic and you wish to continue working, you should contact the Director in your department. Some positions can easily transition to working from home, while others may not be able to transition at all. Damien will make accommodation when possible but is not obligated to allow you to work from home. Work from home is at the discretion of your department Director.
- Please remember to keep the Human Resources team updated about your status and your direct supervisor about your ability to perform work functions.

If you have any questions about specifics related to your situation, stay in communication with Rick Tisdale and Amanda Bow.