

ADMH CENTRAL OFFICE EMPLOYEES



RETURN TO WORK MANUAL

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I. REPORTING TO WORK PROCEDURES

All ADMH Central Office Employees are to self-assess their health condition prior to reporting to the office and complete the Employee Screening Form. Please refer to Steps for Completing the Employee Screening Form and Central Office Protocols for Employees and Supervisors. Employees and Supervisors should refer to these protocols when you are experiencing symptoms, have had contact with someone with a COVID-19 diagnosis, or you have been tested for COVID-19.

1. Steps for Completion of the Central Office Employee Screening Form
2. Central Office Employee Screening Form
3. Central Office Supervisor Reporting Sheet

STEPS FOR COMPLETION CENTRAL OFFICE EMPLOYEE SCREENING FORM

IMPORTANT: All employees will complete and submit a [CENTRAL OFFICE EMPLOYEE SCREENING FORM](#) to their supervisor before reporting to their work location each day and will follow the instructions provided on the form. Employees should complete a Self-Care Assessment to respond to Screening Form questions. The following guidelines are provided for Employees, Supervisors, and Points of Contact:

SUPERVISORS

STEP 1: Ensure that your Employees are aware of the requirement for completing the Screening Form and following its instructions anytime they are required to report to the office or may come in on and intermittent basis. Ensure that your employees know how to access the form on the ADMH website and how to save a copy for emailing. Instruct your employees to email you the completed form prior to reporting to the office each day as long as they answer "NO" to all questions.

EMPLOYEES

STEP 2: Employee completes all fields on the Screening Form each morning before reporting to work.

- If all questions are answered with a “NO”, email completed Screening Form to Supervisor.
- If you answer “YES” to any question, immediately call your supervisor and **READ STEP 4.**
 - Email you Screening Form to your Supervisor once the appropriate course of action has been determined.

SUPERVISORS

STEP 3: Each day, Supervisors will review all Employee Screening Forms.

- If an Employee answers “NO” to all questions, Supervisors should keep Employee Screening Forms saved to computer and send a copy of Screening Forms to Division Point of Contact.
- If an Employee answers “YES” to any question **PROCEED TO STEP 4.**

STEP 4: The form instructs Employees to contact their Supervisor if they answer “YES” to any question. After discussion with your Employee, ensure the Employee emails the Screening Form to you.

- If they answered "YES" to a question, other than a temperature of 100.3 or higher, but have a chronic condition, such as asthma that causes this symptom, make sure they note that in the email and you may approve them to report to work.
- No employee should report to work with a temperature of 100.0 or higher. An Employee with a temperature between 100.0 and 100.3 should monitor their temperature to determine whether they can report to work the following day.
- If an Employee has a temperature of 100.3 or higher **OR** answers “YES” to any question:
 - Review the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#) with the Employee to determine the appropriate course of action.

STEP 5: Supervisors, after providing guidance to the Employee will need to complete the [CENTRAL OFFICE SUPERVISOR REPORTING SHEET](#) which summarizes information gathered from the employee and the recommended course of action related to symptoms, close contact, tested positive, and quarantine status. Submit a copy of this form to the COVID-19 Employee Coordinator.

STEP 6: Submit all Employee Screening Forms and Supervisor Reporting Sheet, if applicable to your Division Point of Contact:

- Commissioner's Office: Lynn Frost
- ADMIN: Michelle Vilamaa
- DD: Shirley Hicks
- MHSAS: Samantha Friend

POINTS OF CONTACT

STEP 7: Each Day POC's will receive Screening Forms and Supervisor Reporting Sheets from Division Supervisors. POC's will need to review all Screening Forms and Reporting Sheets ensuring:

- Forms reflect all "NO" responses.
- If "YES" responses are indicated, make sure Supervisor has provided a Supervisor Reporting Sheet indicative of the response. For example: if the Employee indicates they are experiencing symptoms, Item #1 on the Reporting Sheet should have the Date Symptoms Began completed.
- Calculate the number of Forms Completed, Quarantined, and Tested Positive.

STEP 8: Compiles Division Calculations and emails to Dr. Ileeia A. Cobb at ileeia.cobb@mh.alabama.gov.

REFERENCES

1. [Central Office Employee Screening Form](#)
2. [Central Office Protocols for Employees and Supervisors](#)
3. [Central Office Supervisor Reporting Sheet](#)

CENTRAL OFFICE EMPLOYEE SCREENING FORM
This Form Is To Be Completed And Submitted Prior To Reporting To The Office Each Day

Employee Name: _____

Employee Supervisor: _____

Date: _____

My current temperature is _____

Is your temperature 100.3 or higher? yes no
Do you have a cough with shortness of breath? yes* no
Do you have body aches? yes no

Have you been in close contact for an extended period of time with anyone who has tested positive for the COVID-19 virus? yes no

(Close contact: 15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual within a cumulative 24 hour period.)

SYMPTOMS: If you answered “YES” to any one of the questions regarding symptoms, contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Are Experiencing Symptoms in the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#). *If you have a chronic condition, such as asthma, that causes this symptom, and answered “NO” to the other two questions, discuss this with your supervisor.

EXPOSURE: If you answered “YES” to having close contact with a person who has tested positive for COVID-19 (regardless as to whether a face mask or covering was used during the contact), contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Have Been In Close Contact With Someone With A COVID-19 Diagnosis in the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#).

While you are at the office:

- You are expected to wear a face covering in common areas such as hallways, break rooms, rest rooms, conference rooms, etc., and during any face-to-face contact with others.
- Keep 6 feet of distance between you and others at all times.
- Please immediately wash your hands or use hand sanitizer upon entering and leaving this building and touching common surfaces (door handles, packages, equipment, etc.)
- Please be mindful to cough or sneeze into a tissue or the corner of your elbow and to wash your hands often while here.
- Avoid using other employees’ phone, computer, and other work tools.
- Employees will need to clean/disinfect used items and shared workspaces at the beginning and end of the day.
- Please note that hand sanitizer and cloth masks are available from the ADMH Mail Room.

By forwarding this email to my supervisor, I certify that my answers above are true and that I will comply with the instructions provided.

CENTRAL OFFICE SUPERVISOR REPORTING SHEET

Employee Name: _____ Supervisor Name: _____

Division and Section: _____

Reporting Date: _____

INDICATE EVENT YOU ARE REPORTING

1. Employee is Experiencing Symptoms (Yes or No): _____ Date Symptoms Began: _____
2. Employee has been in Close Contact: _____ Date of Contact: _____
 - a. Workstation (Office or Cubicle): _____ Location: _____
 - b. Was Close Contact related to Home or Work: _____
 - c. List Staff in Close Contact with the Employee:

3. Employee has Tested Positive (Yes or No): _____ Date the Employee was Tested: _____
4. Employee was Last in the Work Location: _____ Date: _____
5. Employee has been Quarantined: _____ Dates of Quarantine: _____
6. Employee will be Teleworking or on Leave: _____ Status: _____

HOW TO CALCULATE QUARANTINE DATES

Each of the dates above would represent Day 0 and the 14 calendar days would start the following day.

Example 1: Date the Employee Tested Positive or Last Exposure: August 4.

Dates of Quarantine (Telework/Leave): August 5 through August 18.

The Employee is cleared to report to the work location on August 19 (or next scheduled day after that date.) Note: Calculations based on 10 Business Days/4 Weekend Days***

WHEN TO QUARANTINE/WHO SHOULD QUARANTINE

1. **When you have been in close contact with someone who has COVID-19.**
2. **What counts as close contact?**
 - You were within 6 feet of **someone who has COVID-19** for a total of 15 minutes or more.
 - You provided care at home to someone who is sick with COVID-19.
3. **Steps to take:**
 - Stay home for 14 days after your last contact with a person who has COVID-19
 - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19

II. REPORTING SYMPTOMS, EXPOSURE, OR TESTING GUIDANCE

If you begin to have symptoms or are referred for a COVID-19 test, notify your supervisor immediately. You will need to provide information as indicated in the Central Office Protocols for Employees and Supervisors and follow the guidelines provided in the next Section III.

III. CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES & SUPERVISORS

ADMH strives to provide a safe and healthy workplace for all employees. This COVID-19 Central Office Protocols for Employees and Supervisors addresses how Employees and Supervisors should appropriately respond to various COVID-19 related incidents.

CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS

EMPLOYEES EXPERIENCING SYMPTOMS: Notify your Supervisor.

SUPERVISORS:

1. Make note of the date their symptoms began and the last day they were at the work location.
2. Set a return date with the Employee based on the following:

Employees are to remain off work:

- at least 14 calendar days from onset of symptoms **AND**
 - at least 24 hours without fever (without taking fever-reducing medicine) **AND**
 - improvement in symptoms of shortness of breath and cough to mild or none.
3. Submit [SCREENING FORMS](#) and [SUPERVISOR REPORTING SHEET](#) to Division POC.
 4. Submit the [SUPERVISOR REPORTING SHEET](#) to the COVID-19 Coordinator.

EMPLOYEES

1. Take your temperature 2 times a day and record it using the [Temperature Log](#) provided on the ADMH website to record your temperature.
2. Review "[WHAT TO DO IF YOU ARE SICK](#)" for CDC recommendations on how to care for yourself while experiencing symptoms.
3. Notify your Supervisor if expected improvement has not occurred during this period or if you receive a positive COVID-19 test result.

EMPLOYEES WHO HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WITH A COVID-19 DIAGNOSIS: Notify Supervisor.

SUPERVISORS:

1. Confirm that the exposure meets the close contact definition: (15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual within a cumulative 24 hour period).
2. Confirm that the employee is not experiencing any symptoms.
3. Make note of the date of contact and the last day the Employee was at the work location.
4. Set a return date with the Employee based on the following:
 - Leave Status for 14 calendar days (from date of contact).
5. Submit [SCREENING FORMS](#) **AND** [SUPERVISOR REPORTING SHEET](#) to Division POC.
6. Submit the [SUPERVISOR REPORTING SHEET](#) to the COVID-19 Coordinator.
7. If the person with the diagnosis is living in your home, please review the "[10 Things You Can Do to Manage Your COVID-19 Symptoms at Home](#)".
8. You should quarantine for 14 days from the date of contact, even with a Negative Test.

If you begin to experience symptoms: Notify your supervisor.

- Review "[WHAT TO DO IF YOU ARE SICK](#)" for CDC recommendations on how to care for yourself while experiencing symptoms.

Supervisor

1. Refer to Employees Who Are Experiencing Symptoms above.
2. Complete a new [Supervisor Reporting Sheet](#) based on the date the symptoms began.
3. Submit the [Supervisor Reporting Sheet](#) to the COVID-19 Coordinator and the Division POC.

If you receive a positive COVID-19 test result: Notify your supervisor.

Supervisor

1. Restart the 14 calendar days of leave from the date the employee was tested.
2. Complete a new [Supervisor Reporting Sheet](#) based on the date the employee was tested.
3. Submit the [Supervisor Reporting Sheet](#) to the COVID-19 Coordinator and the Division POC.

EMPLOYEES WHO ARE TESTED: Notify your Supervisor.

SUPERVISORS:

1. Make note of when the employee was tested and the last day they were at the work location.
2. Employee is to remain on leave for 14 calendar days from the date they were tested.
3. Complete a new [SUPERVISOR REPORTING SHEET](#) based on the date the employee was tested.
4. Submit [SUPERVISOR REPORTING SHEETS](#) to the COVID-19 Coordinator and Division POC.

EMPLOYEES

1. Do not report to work during this time.
2. Take your temperature 2 times a day and record it using the [TEMPERATURE LOG](#) provided on the ADMH website to record your temperature.
3. Watch for cough or trouble breathing.
4. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable).
5. Do not take public transportation, taxis, or ride-shares.
6. Keep your distance from other (6 feet).

If you begin to experience symptoms: Notify your supervisor.

- Review "[WHAT TO DO IF YOU ARE SICK](#)" for CDC recommendations on how to care for yourself while experiencing symptoms.

Supervisor

1. Refer to Employees Who Are Experiencing Symptoms above.
2. Complete a new [Supervisor Reporting Sheet](#) based on the date the symptoms began.
3. Submit the [Supervisor Reporting Sheet](#) to the COVID-19 Coordinator and the Division POC.

IV. LEAVE DURING GOVERNOR'S
DECLARED STATE OF
EMERGENCY

Leave During Governor's Declared State of Emergency Due to COVID-19

I. Special Requirements for Leave Requests

In order to comply with CDC recommendations for limiting exposure to the Coronavirus, Employees must notify their supervisor if the time for which they are submitting a leave request will include international travel or cruise ship or river voyages.

In such cases the leave request must include approval for 14 days of leave to begin on the employee's return home. The supervisor must determine that such time would not unduly impact productivity.

During this 14-day period, the employee is to monitor their health and practice social distancing:

1. Take your temperature two times a day and monitor for fever. Also watch for cough or trouble breathing. Use the provided temperature log to monitor your temperature and symptoms.
2. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)
3. Do not take public transportation, taxis, or ride-shares.
4. Keep your distance from others (6 feet).

If you get sick with fever or cough in the 14 days after you return from travel:

Notify your supervisor of the date your symptoms began and refer to the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#).

II. Special Allowance of Donated Leave:

Employees who have exhausted all leave accruals are eligible to request donated leave for a diagnosis of COVID-19. **[Instructions for Requesting Donated Leave](#), the [Request for Donated Leave Form \(25\)](#), and [Request to Donate Leave \(25A\)](#) are available on this site.**

Donated Leave cannot be used for quarantine without a positive diagnosis.

III. Sick Leave Accumulation in Excess of 1200 Hours

State Personnel Board Rules have been amended to allow the accumulation of sick leave hours over 1200 throughout the year. Hours above 1200 will not go directly to excess. These hours will be available for use as they accrue and will be moved to excess at the end of this calendar year. This approval is in effect until December 31, 2020.