

SELLAND FAMILY RESTAURANTS

SOP: COVID-19

SYMPTOMATIC/POSITIVE TEST REACTION

Identifying and reacting to a symptomatic colleague or guest can mean a matter of life and death for other staff members and guests, as well as the integrity of Selland Family Restaurants.

Reference: [CDC](#), *Guidance on Preparing Workplaces for COVID-19*

KEY CONCERNS

- DAILY EMPLOYEE HEALTH SCREENING
- EMPLOYEE CALL-OUT PROCEDURE
- SIGNS OF COVID-19
- WHAT TO DO IF YOU ARE SICK
- WHAT TO DO IF YOUR HOUSEMATE OR PARTNER IS SICK
- POSITIVE TEST RESULTS
- RETURNING TO WORK

DAILY EMPLOYEE HEALTH SCREENING

- All employees will self-evaluate their health daily before coming to the restaurant. If they are experiencing symptoms of COVID-19 or ANY other illness, they are **required to stay home, notify their manager, and Human Resources**, without fear of reprisal.
- All employees will self-attest daily to the time clock symptom questionnaire denoting that they are COVID-19 symptom-free.
- All Employees will utilize the Body Temperature Scanner each time they use the time clock.

EMPLOYEE CALL OUT PROCEDURE

Employees experiencing symptoms of COVID-19 or ANY other illness will first contact their MOD regarding their inability to report to work - **then** call the HR Team to complete the Employee Symptom Questionnaire.

SIGNS OF COVID-19

Reference: [CDC](#), *Symptoms of Coronavirus (COVID-19)*

Typical Symptoms

The following symptoms can appear 2–14 days after infection:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



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SIGNS OF COVID-19 (continued)

Emergency Warning Signs

*If someone is showing any of these signs, **seek emergency medical care immediately***

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

WHAT TO DO IF YOU ARE SICK

Reference: [CDC](#), *What To Do if You Are Sick*

EMERGENCY - Immediately Isolate from People Around You

- Remove yourself from the proximity of colleagues and guests.
- Make a note of the spaces, things, and people that/whom you have interacted with.

Notify Your Supervisor and/or Immediately Go Home

- Immediately go home. Avoid public transportation and rideshares, if you can.
- Tell your supervisor as soon as possible that you are sick. Inform your supervisor whom you were in contact with and which surfaces and items you handled, so that they can be sanitized and/or disposed of.

Stay at Home Except to Get Medical Care

- Many people with COVID-19 have mild illness and are able to recover at home without hospital care.
- Do not leave your home, except to get medical care.
- Do not visit public areas.

Stay in Touch with your Doctor

- Call ahead: Many medical visits for care are being postponed, done by phone, or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office and tell them you have or may have COVID-19 symptoms. This will help the office protect themselves and other patients.

Isolate in Your Home

Reference: [CDC: When to Quarantine](#)

- As much as possible, you stay away from others.
- You should stay in a specific "sick room" if possible, and away from other people in your home.
- Use a separate bathroom, if one is available.

Do Not Come to Work

- No exceptions.



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WHAT TO DO IF YOU ARE SICK (continued)

Wear a Facemask Around Others

If you are sick you should wear a facemask, if available, when you are around other people (including before you enter and while inside a healthcare provider's office).

- Note: During a public health emergency, facemasks may be reserved for healthcare workers. You may need to improvise a facemask using a scarf or bandana.

WHAT TO DO IF YOUR HOUSEMATE OR PARTNER IS SICK

Reference: [CDC](#), *What To Do if You Are Sick*

Separation

- Stay in another room or be separated from the ill individual as much as possible. Household members should use a separate bedroom and bathroom, if available.

Airflow

- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.

Hygiene

- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer that contains 70% to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid sharing household items with the ill individual. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the ill individual uses these items, you should wash them thoroughly.
- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, **every day**. Also, clean any surfaces that may have blood, stool, or body fluids on them.

Protective Equipment

- The ill individual should wear a facemask when around other people. If the ill individual is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the ill individual.

POSITIVE TEST RESULTS

Claims of a positive test result will be taken and received at the Employee's word:

Employees: Your employment earnings, seniority, rights, benefits, and status are secure during this trying time.

Managers: Shall not request written documentation of a test result at any time. Managers will report the illness to the HR Team ASAP.

INFORMING COLLEAGUES

Selland Family Restaurants will notify all restaurant staff within one business day when an employee:

- has been in the workplace after exposure with a laboratory-confirmed COVID-19 test patient or,
- has tested positive for COVID-19.
- Employee's personal identifying information and medical information will be kept strictly confidential.



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RETURNING TO WORK: Symptom-based Strategy

Reference [CDC](#), *Discontinuation of Home Isolation for Persons with COVID-19*

A test-based strategy is [no longer recommended](#) by the CDC (except for those who are severely immunocompromised) because, in the majority of cases, it results in prolonged isolation of patients who continue to shed detectable SARS-CoV-2 RNA but are no longer infectious. A negative COVID-19 test shall not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Persons Exposed to laboratory-confirmed COVID-19 cases

COVID-19 exposure is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping the high-risk exposure period.

- Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for a [prolonged period of time](#);
- Potentially exposed employees who have symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- Potentially exposed employees who do not have symptoms should quarantine and practice social distancing for 14 days from the date of the last exposure.
- All other employees should self-monitor for [symptoms](#) and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor and stay home.

Persons with laboratory-confirmed COVID-19 cases

- Persons with laboratory-confirmed COVID-19 cases and who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days* have passed *since symptom onset* **AND**,
 - At least 24 hours since resolution of fever of 100.4 or higher has passed without the use of fever-reducing medications **AND**,
 - Other symptoms have improved.
 - **A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for **up to 20 days after symptom onset**. Consider consultation with infection control experts. See [Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings \(Interim Guidance\)](#).*
- Persons with laboratory-confirmed COVID-19 cases who never develop COVID-19 symptoms may discontinue isolation 10 days after the date of their first positive test.

NOTE: 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 until they have completed the same three step criteria listed above.**

In all cases, follow the guidance of your healthcare provider and Local Health Department (LHD). **The decision to stop home isolation should be made in consultation with your healthcare provider and state and LHD.** Local decisions depend on local circumstances, orders, and regulations.



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The [table](#) below includes the most recent CDPH guidance for reference.

Workers	Minimum Criteria for Return to Work (As of September 25, 2020)	CDC Reference Page (Consult the most recent CDC guidance prior to allowing the worker to return to work)
<p>Symptomatic Positive</p> <p>Workers with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 day (24 hours) has passed since last fever, defined as resolution of fever without the use of fever-reducing medications;</p> <p>AND improvement in symptoms (e.g., cough, shortness of breath, etc.);</p> <p>AND, at least 10 days have passed since symptoms first appeared.</p>	<p>For worker cases who did not require hospitalization</p> <p>For worker cases who required hospitalizations</p>
<p>Asymptomatic Positive</p> <p>Workers who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days has passed since the date of their first positive COVID-19 test.</p> <p>If they develop symptoms, then the criteria for Symptomatic Positive cases apply.</p>	<p>Discontinuation of Isolation</p>
<p>Symptomatic Negative</p>	<p>Use the same criteria for return to work as Symptomatic Positive cases.</p>	
<p>Asymptomatic Negative</p> <p>Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Workers should quarantine at home for 14 days after the last known close contact with the case patient.</p> <p>Symptoms can develop even after testing negative within 14 days after exposure.</p> <p>The LHD may consider allowing earlier return to work only for a worker in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.</p>	



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Workers	Minimum Criteria for Return to Work (As of September 25, 2020)	CDC Reference Page (Consult the most recent CDC guidance prior to allowing the worker to return to work)
<p>Symptomatic Untested</p> <p>Workers who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as Symptomatic Positive cases.</p>	
<p>Asymptomatic Untested</p> <p>Workers who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Workers should be quarantined at home for 14 days after the last known close contact with the case patient.</p> <p>Testing is highly recommended. If testing has not occurred, the LHD may consider allowing an worker who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.</p> <p>Workers who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider.</p> <p>Even if they are not tested, the same criteria for return to work should be used as Symptomatic Positive cases.</p>	<p>For worker cases who did not require hospitalization</p>

