



INFECTIOUS DISEASE CONTROL POLICY - COVID-19

Purpose

The Archdiocese of Philadelphia has implemented proactive workplace protective measures. It is the goal of the Archdiocese of Philadelphia to strive to operate effectively, to continue providing all essential services, and to provide our employees with a safe and healthy workplace.

We are committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to take in the event of a public health emergency.

A Taskforce at the Office of Catholic Education meets weekly to monitor and coordinate events around an infectious disease outbreak. The Taskforce is creating new rules and modifying existing work rules to promote health and safety through infection control. The Taskforce continues to evaluate and respond to changing circumstances.

Employees must follow this policy diligently to sustain a healthy and safe workplace in this unique environment. We assure you that we will always treat your private health and personal data confidentially.

This policy may be updated from time to time in accordance with CDC and Pennsylvania Department of Health guidance. Please visit the CDC and PA Department of Health websites for more information.

Scope

This policy applies to all employees who physically work in our schools: Secondary, Elementary and Special Education. All personnel must read and acknowledge this action plan to ensure we collectively and uniformly respond to this challenge.

School Closings – (If quarantine is mandated)

Individual schools will notify staff members if a COVID-19 case requires quarantining of individuals or cohorts of students, or the closure of the school. Directions will be provided to the staff at that time regarding working from home, including virtual learning.

Essential and Non-Essential Personnel

As a precaution and at its discretion, the school may require only designated essential personnel to report to work during an infectious disease outbreak. For those employees designated as non-essential personnel, please be prepared to work from home to the extent duties can be performed remotely. Each workplace will identify who are essential and non-essential personnel. If you are unclear as to whether your position falls into the category of essential or non-essential, speak with your School Administrator and/or Human Resources.

Hygiene and Environmental Protections

All Archdiocesan schools have put in place enhanced hygienic and environmental measures. These include increased steps to clean workplaces, including the regular cleaning and disinfecting of objects and areas that are frequently used, such as classrooms, bathrooms, faculty break rooms, chapels, cafeterias, athletic areas, hallways, locker rooms, conference rooms, open office areas, door handles, elevators, and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy continues to rely on common sense precautions, including:

- Wear a face covering according to the requirements below;
- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer (at least 60-95% alcohol) if soap and water are not available;
- Have tissues handy to cough or sneeze into (and discard promptly). If a tissue is unavailable, cough or sneeze into the crook of your arm rather than your hands;
- Discard used tissues in wastebaskets;
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave);
- Clean surfaces frequently, such as countertops, light switches, cell phones and other frequently touched areas;
- Only consume food or drink after properly washing or sanitizing hands;
- Avoid touching your face with your hands, especially around your eyes, nose or mouth;
- Open the windows regularly to ensure ventilation.

Each school will provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Teachers who share classrooms with other teachers will be directed to clean their work area at the end of each period for the next teacher and will be directed to have students clean their desks between periods in schools where students change classrooms.

Each school is required to publish a Health and Safety plan. Employees will be trained in their schools safety protocols and will be asked to help ensure that the protocols are followed by students.

Face Covering Requirement

The PA Department of Health has issued a uniform face covering order. Pursuant to that order, employees must wear face coverings at all times at work and/or on the premises except when eating or drinking on a meal or other break, or when alone in their private offices. Masks and/or face shields will be provided if you do not have one.

- The face covering must be used in accordance with the CDC guidance and PA Department of Health Order for wearing cloth face coverings, such as:
- Cloth face coverings should fit snugly but comfortably against the side of the face, and fully cover the mouth and nose.
 - The cloth face covering should be secured with ties or ear loops to prevent slipping.
 - A cloth face covering should be kept clean, and routinely laundered and dried, in accordance with the manufacturer's instructions.
 - You should clean hands with soap and water, or alcohol-based hand sanitizers immediately, before putting on, or after touching or adjusting, your cloth face covering.
 - You should be careful not to touch your eyes, nose, and mouth when removing your face covering and you should wash hands immediately after removing a face covering.
- Plastic face shields that cover the nose and mouth, extend below the chin and to the ears, and leave no exposed gap between the
- forehead and the shield's headpiece are another acceptable face covering. Reusable face shields must be cleaned in accordance with CDC guidelines.

See CDC Guidelines.

Type of equipment	Reprocessing steps	Disinfectant Product Options	Considerations / Additional Guidance
Disposable face shield	<ol style="list-style-type: none"> Carefully wipe the <i>inside</i> and then the <i>outside</i> of the visor using a clean cloth saturated with neutral detergent solution, rinse if needed. Carefully wipe the <i>outside</i> of the visor using a clean cloth or wipe saturated with hospital disinfectant solution; be sure it remains wet for the required contact time. Wipe the outside of visor with clean water to remove residue. Fully dry (air dry or use clean absorbent towels). 	<p>Chlorine-based disinfectant (0.1% chlorine solution) recommended over alcohol, as alcohol may damage and discolor plastic and deteriorate glues over time; note that it may also remove anti-glare and anti-fogging properties of the face shield.</p> <p>See guidance on how to prepare 0.1% chlorine solution.</p>	<p>The emphasis of reprocessing should be on the outside of the visor.</p> <p>Carefully avoid the foam cushion and elastic strap as they may not be tolerant to disinfectants.</p> <p>Note: If reprocessing disposable face shields on a time-limited basis, they should be dedicated to one HCW.</p>

Staying Home When Sick (Non-Closure of Schools)

Many times, with the best of intentions, employees report to work even though they feel sick. If you are experiencing symptoms of COVID-19 – e.g., 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 and diarrhea – please immediately inform your School Administrator and stay at home. School plans require staff to check for symptoms and fevers at home daily.

Staff members must follow school protocols for any screenings done at school as well. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing COVID-19 symptoms will be sent home.

We will respond to an employee with a probable or confirmed case of COVID-19 as follows, and in accordance with direction provided by local health departments.

Contact Tracing

Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who tested positive for COVID-19 while they were infectious (2 days before onset of symptoms until the end of the person's isolation period). Contact tracing is a key strategy for preventing the spread of infectious diseases, such as COVID-19. Close contacts of a person who tested positive for COVID-19 are considered to have been exposed to COVID-19, and may go on to develop the disease. Identifying and quarantining close contacts limits the spread of the disease.

What Does Contact Tracing Look Like?

1. When an individual is tested and confirmed positive for COVID-19, they are called “cases.” These individuals are asked to isolate for a minimum of ten days. They must also be fever-free for 24 hours without the use of fever-reducing medication and show an improvement in symptoms before isolation can be discontinued. A limited number of persons with severe illness may need to be isolated for up to 20 days after symptom onset. For individuals who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

2. Positive COVID-19 test results are reportable to the PA Department of Health (1.877.724.3258). Within 24 hours of receiving the positive result, trained public health staff conduct an interview with the “case” to obtain a list of close contacts they had while infectious. Cases are considered to be infectious beginning two days before onset of symptoms or two days before the date of the positive result if the person did not have symptoms. The cases are encouraged to utilize calendars, social media, etc. to remember where and who they were around during their infectious period. During the case investigation, the public health staff attempt to obtain as much information as possible on the contacts (address, phone, email, etc.) and then share the contact information with the designated contact tracers.

3. Contact tracers reach out to educate, inform, and support those who had a known close contact with a COVID-19 positive individual through phone calls, texts, emails and mailings. To protect patient privacy, close contacts are only informed that they may have been exposed to an individual with COVID-19, but the name of the “case” is not disclosed.

4. Close contacts are told to:

- Stay home and maintain social distancing through the end of their quarantine period (10 days from the date of their last exposure to a “case”).
- Monitor themselves daily for symptoms of COVID-19, including checking their temperature.
- Be aware that they could possibly spread the infection to others, even if they do not feel sick.

All close contacts of a “case” are required to quarantine for 10 days as described above, unless they meet the following criteria:

1. Had COVID-19 within the previous 3 months; and
2. Recovered from COVID-19; and
3. Remains without COVID-19 symptoms.

5. With consent, contacts are enrolled into a daily symptom monitoring system called Sara Alert. The Sara Alert system sends the contacts a daily symptom questionnaire

via text, email, or robo-call, using whichever method is preferred by the contact. Public health staff and contact tracers review the contacts' responses on a real-time dashboard and promptly reach out to anyone who answers "yes" to having a symptom(s).

6. If a contact develops symptoms, they should isolate themselves and let their healthcare provider and public health staff know. The contact will be evaluated to see if they need medical care and/or COVID-19 testing.

7. Consistent with applicable confidentiality laws, the school will promptly notify other employees and any other individual who had close contact with any known probable or confirmed COVID-19 case. Schools will follow the Order of the Secretary of the Pennsylvania Department of Health for probable or confirmed cases of COVID-19 in the workplace, including closing off certain areas visited by the affected individual, opening outside doors and windows to increase ventilation and, waiting 24 hours or as long as practical before beginning cleaning and disinfection per CDC guidance.

Physical/Social Distancing Guidelines for the Workplace

Employees must adhere to the following "physical/social distancing" guidelines to minimize the risk of infection during this public health emergency.

- Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If you must meet in person, minimize the meeting time, choose a large meeting room, limit the attendance to 10 people, and maintain a social distance of 6 feet at all times. Always wear a face covering when around others.
- Schools will be restricting visitors to school buildings so staff members may be asked to interact more with parents via telephone or teleconferencing.

Attendance – Sick Time (Non-Closure of Schools)

For all benefit-eligible employees, we provide paid sick days and disability insurance, where applicable, for employees who are absent from work due to illness.* There is a record of the amount of paid sick days available for employees at each school location.

Unless otherwise notified, normal attendance and leave policies will remain in place for an infectious disease crisis for staff, faculty and administration. If you anticipate being absent*, all employees are to contact a School Administrator and/or Human Resources. Employees requesting accommodations or FMLA leave should contact a School Administrator and/or Human Resources.

Employees will not be charged sick time for situations in which the school requires them to quarantine due to exposure to a COVID-positive student or coworker.

Medical Benefits

Independence Blue Cross will cover testing as a preventive service and waive cost-sharing (such as copays and coinsurance) for the COVID-19 test when performed at a hospital or an approved laboratory.

Telemedicine is an option if you are experiencing symptoms. When it's not possible to visit your doctor's office, you can see a board-certified doctor by secure video, phone, or mobile app—anytime, anywhere. There are three ways to register: Download the MDLIVE app on your smartphone, visit mdlive.com/ibx, or call 1-877-764-6605.

All questions related to medical benefits should be directed to Human Resources or the Association of Catholic Teachers.

Limiting Travel

The Archdiocese of Philadelphia has suspended all non-essential business travel, both domestic and international. Requests for exceptions should be made to Human Resources. This does not include personal activity, but we urge you to seriously reconsider any plans for personal travel.

All in-person field trips are suspended for the duration of the infectious disease outbreak.

Travelers returning from CDC restricted areas <https://wwwnc.cdc.gov/travel> will be required to quarantine for 10 days and remain symptom-free before they are permitted to return to the workplace. Please notify your Human Resources Department if this situation applies to you.

Work Schedules

To the extent possible, employee shifts will be staggered to prevent large groups from having to enter or leave the premises at the same time. Meal and rest breaks will also be staggered as feasible to promote social distancing in break areas.

Medical Information and Confidentiality

Our policy is to treat any medical information as a confidential medical record and to safeguard such information in accordance with the law.

The Archdiocese of Philadelphia reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

This coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional CDC and governmental guidelines. Employees will be notified of changes as soon as possible, by email.

**Teachers in the Secondary School System follow the guidelines of the Labor Management Agreement regarding sick leave and other pertinent policies.*