



HRC Employee COVID-19 Exposure and Testing Policy

Revised guidelines were released by the Center for Disease Control and Prevention (CDC) for individuals exposed to someone recently diagnosed with COVID-19 and for individuals who have tested positive for COVID-19. The CDC guidance is as follows and will be the policy of the Human Resources Center until further notice.

If you have symptoms or are not feeling well and are unsure if it is COVID related, please contact your primary care physician (PCP) and get tested prior to reporting to work.

Exposure to COVID-19 - If you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has tested positive for COVID-19.

If you are ***Exposed*** to COVID-19, **regardless of your vaccination status and booster status:**

- You do not have to quarantine and can report to work if you are symptom-free.
- You must continue to wear a mask as per the HRC mask policy. It is recommended to do this outside of work for 10 days.
- You will need to be tested in 5 days from exposure (day 0 is the day of exposure). The COVID test must be administered by a healthcare provider (a home COVID test will not qualify).
- If you develop COVID symptoms before testing, do not report to work; inform the HR Director and contact your Primary Care Physician.

If a **residential staff member** is ***Exposed*** to COVID-19 by a person residing in their home, **regardless of your vaccination status and booster status:**

- You can report to work if you are symptom-free.
- You must wear full PPE (gown, N95/respirator, glasses/faceshield, gloves) while working at the CLA.
- You will need to be tested 5 days after your household member tested positive for COVID-19. The test must be administered by a healthcare provider (a home COVID test will not qualify).
- If you develop symptoms at any time before testing, do not report to work; inform the HR Director and contact your Primary Care Physician.

If you test positive for COVID-19, **regardless of your vaccination status**

- HRC will **NOT** pay an employee leave to recover from the illness or for the quarantine period. The use of accrued sick and or vacation time must be used. If the employee does not have enough leave accrued the time off will be unpaid and points will **NOT** accrue.
- HRC will **NOT** pay for required COVID testing.
- Working from home or completing required at-home training will **NOT** be allowed.



Positive Testing for COVID-19 – Regardless of vaccination status and booster status

- Contact the HR Director Immediately.
- Whether you had symptoms or not and you test positive you can return to work five (5) days after your onset of symptoms or positive test result if you did not have symptoms, are symptom-free currently, and have gone 24 hours fever free without the use of medications.
- You do not need to be retested to return to work unless you experienced severe illness requiring hospitalization.
- If you experience moderate to severe symptoms, you should isolate for ten (10) days.
- If you experience severe symptoms such as hospitalization, you must take a viral test prior to ending isolation.

If you had **confirmed COVID-19** within the past 90 days (you tested positive using a viral test) and you were exposed to someone who just had a confirmed COVID -19 test result, regardless of your vaccination status:

- Contact the HR Director Immediately.
- You do not need to isolate, and you can continue to work.
- You **don't** need to be tested in five (5) days.
- If you develop symptoms, you **must** isolate yourself immediately and contact your Primary Care Physician.
- HRC will follow the directive from your PCP.

COVID-19 Test Results

- All COVID -19 Test results (Negative and Positive) whether work-related or not must be submitted to the HR Director within 24 hours of testing.
- Failure to disclose a positive test result and submit test results in this time frame will result in disciplinary procedures as indicated in the HRC Employee Handbook.

This policy will remain in effect until further notice and does **NOT** pertain to CLA residents, all HRC program clients, and parents/providers. All COVID-19 questions should be directed to the HR Director.

*** COVID-19 Tests must be administered by a healthcare provider or a healthcare facility/pharmacy. Home COVID-19 Test results will not be recognized or accepted by HRC.



HUMAN RESOURCES CENTER, INC.

www.hrcinc.org

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294 Bethel School Rd.,
Honesdale, PA 18431
570.253.3782

117 Pike County Blvd.,
Hawley, PA 18428
570.775.6144

231 Service Rd.,
Effort, PA 18330
570.872.9956