

DREAMWEAVERS UNLIMITED, INC.

Covid-19 Exposure Procedure

7/29/20

Please review the following Dreamweavers Unlimited COVID-19 Procedures. You will be sent an Employee COVID-19 Exposure Form if you experience any of the situations outlined here.

For the latest guidelines from the Centers for Disease Control and Prevention (CDC), please visit www.cdc.gov.

I have tested positive for COVID-19:

1. If positive, please notify:
 - a. Your supervisor
 - b. Executive Director
 - c. Any clients who may have been exposed through you
 - d. Contact clients to cancel/reschedule appointments through the end of your quarantine/recovery period. (If you are too ill to notify your clients, please discuss with your supervisor)
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. Isolate/quarantine at home
4. Reference these CDC recommendations for taking care of yourself when sick with COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
5. You may return to work:
 - a. At least 10 days since symptoms first appeared **and**
 - b. At least 24 hours with no fever without fever-reducing medication **and**
 - c. Symptoms have improved

I have tested negative for COVID-19:

1. Please reference the following CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html>):
 - a. If you test negative for COVID-19, you probably were not infected at the time your sample was collected. This does not mean you will not get sick:
 - i. A negative test result only means that you did not have COVID-19 at the time of testing or that your sample was collected too early in your infection.
 - ii. You could also be exposed to COVID-19 after the test and then get infected and spread the virus to others.
 - iii. If you develop symptoms later, you may need another test to determine if you are infected with the virus that causes COVID-19.
2. You may return to work if you tested negative and do not have any symptoms. Please bring your supervisor a copy of your negative test results.

DREAMWEAVERS UNLIMITED, INC.

Covid-19 Exposure Procedure

7/29/20

I think or know I had COVID-19, and I had symptoms:

1. Notify your supervisor
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. Please follow these guidelines from the CDC: (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)
 - a. You can return to work (be with others) after:
 - i. at least 10 days since symptoms first appeared **and**
 - ii. At least 24 hours with no fever without fever-reducing medication **and**
 - iii. symptoms have improved
 - c. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms:

1. Notify your supervisor
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. Please follow these guidelines from the CDC: (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)
 - a. If you continue to have no symptoms, you can be with others after:
 - i. 10 days have passed since test
 - ii. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
 - iii. If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

I know that I have been directly exposed to COVID-19:

1. Notify your supervisor & the Executive Director immediately
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. If you are at the office, cancel or reschedule your remaining appointments for the day.

DREAMWEAVERS UNLIMITED, INC.

Covid-19 Exposure Procedure

7/29/20

4. If you are home, do not come back to the office.
5. Get tested for Covid-19 or begin period of 14-day quarantine. During this time you may work from home if possible, or you may take any PTO available.
6. If your test results are negative and you are not having any symptoms, you may return to work. Please bring a copy of the test results indicating a negative test.
7. If positive, adhere to the following CDC guidelines (www.cdc.gov):
 - a. I think or know I had COVID-19, and I had symptoms:
 - i. You can return to work (be with others) after:
 1. at least 10 days since symptoms first appeared **and**
 2. At least 24 hours with no fever without fever-reducing medication **and**
 3. symptoms have improved
 - b. I tested positive for COVID-19 but I had no symptoms:
 - i. If you continue to have no symptoms, you can return to work (be with others) after:
 1. 10 days have passed since test
 8. If positive, please notify:
 - a. Your supervisor
 - b. Executive Director
 - c. Any clients who may have been exposed through you
 - d. Contact clients to cancel/reschedule appointments through the end of your quarantine/recovery period. (If you are too ill to notify your clients, please discuss with your supervisor)

I think that I have been exposed to someone with COVID-19/Coronavirus:

1. Notify your supervisor
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. Please follow these guidelines from the CDC: (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)
 - a. It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.

I have been admitted to the hospital:

1. Notify your supervisor
2. Upon discharge or after the last day visiting a hospital, DWU employee should stay home from work for 14 days to ensure they did not contract COVID-19. Staff may choose to work from home during this time or use PTO, if available.
3. If during the period of quarantine, DWU employee tests positive for COVID-19, they should complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form) and adhere to the following CDC guidelines (www.cdc.gov):

DREAMWEAVERS UNLIMITED, INC.

Covid-19 Exposure Procedure

7/29/20

- a. I think or know I had COVID-19, and I had symptoms:
 - i. You can return to work (be with others) after:
 1. at least 10 days since symptoms first appeared ***and***
 2. At least 24 hours with no fever without fever-reducing medication ***and***
 3. symptoms have improved

I have been a visitor at a hospital:

1. Notify your supervisor
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. After the last day visiting a hospital, DWU employee should stay home from work for 14 days to ensure they did not contract COVID-19. Staff may choose to work from home during this time or use PTO, if available.
4. If during the period of quarantine, DWU employee tests positive for COVID-19, they should adhere to the following CDC guidelines (www.cdc.gov):
 - a. I think or know I had COVID-19, and I had symptoms:
 - i. You can return to work (be with others) after:
 1. at least 10 days since symptoms first appeared ***and***
 2. At least 24 hours with no fever without fever-reducing medication ***and***
 3. symptoms have improved

I have attended a gathering exceeding the NCDHHS guidelines of 10-person limit indoors and 25 person limit outdoors:

This question is asked on the daily health screener. If you answer yes to this question, you will be contacted by your supervisor to discuss the circumstances of the gathering you attended.

I have traveled outside of the country: (reference specific guidelines from the CDC on returning from International Travel here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>)

1. Notify your supervisor
2. Complete the DWU Employee COVID-19 Exposure Form (https://dreamweaversnc.medforward.com/FillOutForm.aspx?formname=Employee_Covid-19_Exposure_Form)
3. After arriving back to the United States, DWU employee should stay home from work for 14 days to ensure they did not contract COVID-19. Staff may choose to work from home during this time or use PTO, if available.
4. During this time, it is recommended that you:
 - a. Take your temperature with a thermometer 2 times a day and monitor for fever. Also watch for cough or trouble breathing.
 - b. Stay home and avoid contact with others. Do not go to work or school.
 - c. Do not take public transportation, taxis, or ride-shares.

DREAMWEAVERS UNLIMITED, INC.

Covid-19 Exposure Procedure

7/29/20

- d. Keep your distance from others (about 6 feet).
5. If during the period of quarantine, DWU employee tests positive for COVID-19, they should adhere to the following CDC guidelines (www.cdc.gov):
 - a. I think or know I had COVID-19, and I had symptoms:
 - i. You can return to work (be with others) after:
 1. at least 10 days since symptoms first appeared ***and***
 2. At least 24 hours with no fever without fever-reducing medication ***and***
 3. symptoms have improved