



Louisiana Safe at Work

Your Toolkit for a Healthy Workplace





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Message from Scott Wester

*President and CEO
Our Lady of the Lake*

Reopening Your Business Safely

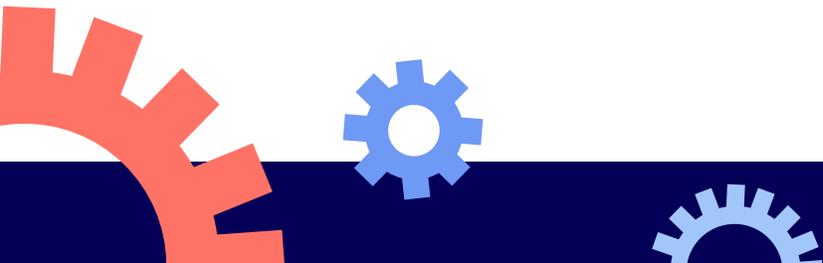
As an employer, you're no doubt eager to get your business back to full speed. But "business as usual" brings with it new risks because the novel coronavirus and the illness it causes, COVID-19, are still with us and will be for the foreseeable future. As employers, we have a responsibility to embrace our role in helping to protect our workforce and lead our communities by example.

From screening employees before they enter buildings, to arranging for prompt testing and adopting diligent disinfection habits, your efforts will be key in preventing the virus' resurgence as we reopen Louisiana.

This toolkit can help you make decisions to keep your workers and workplace safe. With the state's top experts and a large network of providers, Our Lady of the Lake stands with you and is ready to provide the guidance and assistance you need to help navigate these new challenges. We are all in this together.



Scott Wester
President and CEO





6 Steps Your Business Should Take Now

These tips and guidelines will help you reopen and keep your workforce and workplace safe.



1. Embrace Your Role.

The workplace is now on the front lines in the COVID-19 fight.

- Shift your policies and attitudes from discouraging employees from calling in sick to requiring them to self-report symptoms. This will be difficult with so many workers eager to earn again.
- Reinforce your organization's commitment to preventing infection through regular messaging, workplace signage and open communication with employees. Encourage a culture of safety through regular messaging on symptoms and the benefits of early reporting.
- Find innovative ways to incentivize employees to self-report symptoms. Highlight recovering and celebrate recovered employees, and encourage them to personalize messaging to the rest of your team.

2. Make Your Facility Safer.



The workplace is now where people will gather most frequently and in close proximity.

- Require physical distancing. This may include vacating some workstations so employees are six feet apart, reducing waiting room capacity and placing waiting room chairs six feet apart as well as using plexiglass barriers if you have check-in areas.
- Physical distancing at work will also require signage and education about the number of employees per physical space (how many people on an elevator or in a copy room, for example).
- Expect masks to become an everyday reality. You can promote their use through fun competitions and daily messaging. Please see the "Additional Resources" section of this toolkit for DIY mask making.
- Follow recommended disinfection regimens, such as frequently disinfecting all high-contact surfaces, supplies and equipment using recommended disinfectants and procedures. Make hand sanitizing and hand washing readily available.
- Provide education and training, and post signage in the workplace to educate

3. Teach And Encourage Employees To Make Their Homes Safer.

As business returns to normal, homes are no longer safe havens – every family member now heightens exposure to one another.

- Teach and encourage employees to adopt physical distancing practices at home, to wear face masks when appropriate and to use outdoor spaces for gatherings and having guests over to visit.
- Teach and encourage proper disinfection regimen at home.
- Stress hygiene and wiping down shared surfaces often.



6 Steps Your Business Should Take Now

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4. Screen Employees For Symptoms.

- Screen for symptoms when staff arrive at work (this is crucial in order to ensure employee health and reduce workplace outbreaks).
- Make sure the symptoms are updated to reflect new information from the CDC. Symptoms screening should include symptoms beyond fever.
- Put in place a plan for positive symptoms and educate your employees so they feel safe and not discriminated against for reporting symptoms.



5. Create Plans So Your Employees Can Be Tested.

- Employees who show signs of COVID-19 infection should be sent for testing as soon as possible.
- Testing improves safety while minimizing lost work days. If positive, the employee is quickly able to quarantine at home. If negative, the employee continues work, minimizing missed work waiting on test results.
- Develop messaging to announce any employee exposure to the team, including proper procedures for team members who were exposed.



6. Manage and Monitor Employees' Return To Work.

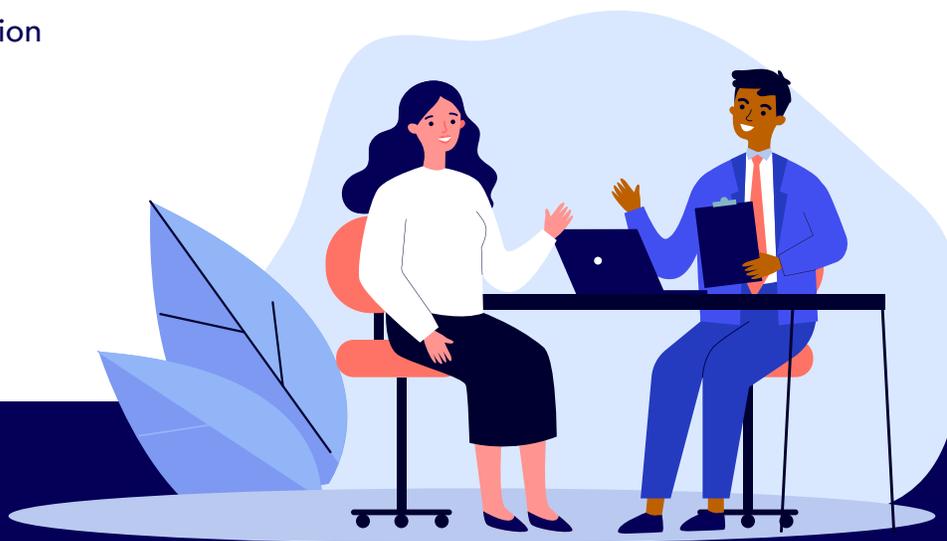
- Adopt and communicate to employees recommended guidelines for when and how employees can return to work.
- Set expectations for necessary follow-up and provide guidance for when the employee calls in sick.
- Develop a policy for return to work if an employee is caring for someone with COVID-19 in their home.



Our Lady of the Lake: *Your Partners in Health*

Our Lady of the Lake offers a variety of resources for employers to help create a safe environment as your employees return to work.

- Preferred access to Our Lady of the Lake testing with fast turnaround
- Prompt video visit with an Our Lady of the Lake provider when a screened employee shows symptoms.
- A physician liaison assigned to your company to assist and advise you
- Guidance about follow-up recommendations for employees who come in contact with anyone who tests positive at work
- On-call specialists in infection control to help advise you on policies, procedures and managing outbreaks in your business
- Our Lady of the Lake expert to meet with your managers and employees, answer questions on policies and guidance
- Workplace evaluation for infection safety, plus recommendations
- Antibody testing through Our Lady of the Lake providers
- Training and education on:
 - Workplace infection prevention for your employees
 - Home infection prevention for your employees
 - Screening processes for symptom screeners



To learn more about these services and put together a plan that works for your business, email us at safeatwork@fmolhs.org, or contact Jill Wyble at (225) 765-4003 to discuss how we can help you.

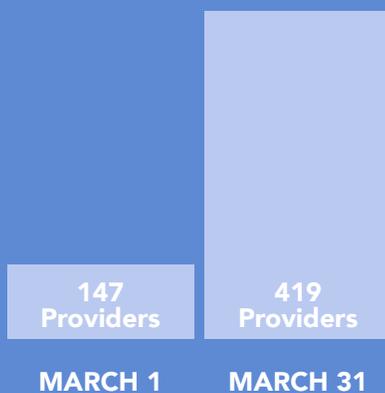


Video Visits

Convenient Care from a local,
Our Lady of the Lake Provider

In response to COVID-19, we have expanded our offerings of video visits exponentially, as the charts below illustrate. Patients quickly adapted to the technology and appreciate the convenience of receiving care from the comfort of their homes.

Providers Doing Video Visits



Increase in Video Visits



Our Lady of the Lake is prepared to provide your employees easy access to quick video visits with local providers.

When you call to schedule, our team will provide easy-to-follow instructions to get your appointment started. If you schedule online, our team will call to confirm your video visit request and provide you with all of the information you'll need prior to your appointment. Video visits are performed by local, board-certified Our Lady of the Lake Physician Group providers. Any necessary follow-up can be done locally and providers will determine if additional in-person testing is needed.



Frequently Asked Questions

What is Coronavirus Disease 2019 (COVID-19)?

A novel (new) coronavirus with origins from bats. The disease abbreviated COVID-19, is not that same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. This novel coronavirus strain is capable of causing more severe respiratory disease than previously circulating coronaviruses. Due to the severity of the disease caused by COVID-19 new recommendations for screening and isolation of these patients are recommended.

What are the symptoms?

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. But it's important to keep in mind that it is flu season and pollen counts are high across our region, so there may be other reasons you're experiencing upper respiratory symptoms that are more common than COVID-19.



How is COVID-19 spread?

The most common way COVID-19 is spread is from person-to-person through respiratory droplets. What does that mean specifically? When people are in close contact with one another (within about 6 feet) and someone with the virus coughs or sneezes and then another person inhales it, or droplets from the cough or sneeze land on commonly used surfaces. Others who come into contact with those surfaces or objects and then touch their eyes, nose or mouth could contract the virus.



Frequently Asked Questions

Can someone spread the virus without being sick?

While people are thought to be the most contagious when they are the sickest, some spread might be possible before symptoms are shown. There have been reports of this occurring with COVID-19, but is not thought to be the main way that the virus is spread.

How easy is it to spread COVID-19?

How easily a virus can spread from person-to-person contact varies. While some are highly contagious, like measles, others do not spread as easily. That's why it's important to practice prevention methods to help sustain the spread of the virus.

COVID-19 seems to be spreading easily in some geographic areas. You may see this referred to as "community spread," which means people have been infected with the virus in an area, including some who are not sure how they became infected.

What do I do, if I think I have Coronavirus (COVID-19)?

Call your healthcare professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, and have been in close contact with a person known to have COVID-19 or if you live in or have recently traveled to an area with ongoing spread. Tell your healthcare professional about your recent travel or contact. Your healthcare professional will work with your state's public health department and CDC to determine if you need to be tested for COVID-19.



Who Gets Tested for COVID-19?

Our team offers testing for common coronaviruses through our respiratory viral panel. Remember COVID-19 is a new or a novel coronavirus, so it is not detected in our previous repository methods. We follow the testing recommendations from the Center for Disease Control, which are updated regularly. If you feel you have symptoms of COVID-19 and would like to be tested, please talk with your physician.





COVID-19 Terms and Definitions

It's hard keeping up with rapidly changing news about the outbreak, and unfamiliar medical and public health terms and phrases don't make it any easier. Yet we all need to keep up with developments and guidance from the U.S. Centers for Disease Control and Prevention to limit the spread of the disease caused by the new coronavirus (COVID-19). This glossary of commonly used terms will help you make sense of what is often complicated scientific material.

- **antibody testing** - checks a sample of a person's blood to look for antibodies to SARS-CoV-2, the virus that causes COVID-19. These antibodies are produced when someone has been infected, so a positive result from this test indicates that person was previously infected with the virus.
- **asymptomatic** - Showing no signs or symptoms of a disease.
- **carrier** - A person or animal who can transmit disease to another person whether they are sick with the disease or not. It's possible to be asymptomatic yet still carry the disease and infect others.
- **community spread** - The spread of a disease directly within a community, as opposed to arriving from an outside source.
- **contagious** - An infected person capable of transmitting a disease to another person, usually by direct contact. (Also see infectious)
- **coronavirus** - Any one of a large group of viruses that affect people and animals. The name describes crown-like spikes protruding from the virus surface and which resemble the sun's corona.
- **COVID-19** - The disease the new coronavirus causes is called coronavirus disease 2019, or COVID-19 for short.
- **droplets** - Also called respiratory droplets, they're the mist a person sprays into the air when they cough or sneeze.
- **epidemic** - The rapid and unexpected spread of a disease within a region.
- **fatality rate** - The percentage of people who die from a disease. COVID-19 is estimated to have a fatality rate of between 1 % and 3 %. By comparison, this year's influenza fatality rate in the United States is about 0.6 %, according to U.S. Centers for Disease Control and Prevention data.
- **incubation period** - The time from a person's first exposure until the onset of symptoms.
- **infectious** - Describes a disease that can be transmitted through the environment; also describes a person or animal capable of transmitting disease.
- **isolation** - Separating infected from uninfected people to reduce the spread of infection, such as in hospitals where sick patients remain in designated areas away from others.
- **N 95 respirator** - Any FDA-approved protective disposable mask that filters out 95 % of airborne particles.
- **novel (new) coronavirus** - A previously unknown form of coronavirus. The novel coronavirus now spreading globally is called SARS-CoV-2, which is an abbreviation for Severe Respiratory Syndrome Coronavirus.
- **pandemic** - The global spread of a new disease afflicting a great many people. The World Health Organization has officially designated the current outbreak a pandemic.
- **PCR test** - A diagnostic test for virus particles in blood or other bodily fluids. The letters stand for polymerase chain reaction, a process used to detect the virus's DNA.
- **quarantine** - Separating or restricting movement of people who appear to be healthy but who may have exposed to an infectious disease.
- **screening** - Testing to determine if a person may be infected. This can include making sure the person does not have a temperature of 99 degrees F or higher and does not have a cough or other respiratory symptoms.
- **social distancing** - Describes steps to slow a disease's spread by increasing the physical distance between people. COVID-19 is especially contagious in enclosed and crowded places.
- **virus** - Microscopic living things that cause infectious disease in people or animals. Viruses can only be seen using a microscope.



Additional Resources

From the Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH).

We partner with the CDC and LDH to monitor updates guidance, requirements, and tips. Here are a few resources we find most useful, and hope you will, too.

- [Disinfecting your business, school and home](#)
- [Disinfection decision tool](#)
- [DIY face coverings](#)
- [General COVID-19 guidance](#)
- [Information for Businesses](#)



Our Mission

Inspired by the vision of St. Francis of Assisi and the tradition of the Roman Catholic Church, we extend the healing ministry of Jesus Christ to God's people, especially those most in need.

We call forth all who serve in the healthcare ministry, to share their gifts and talents to create a spirit of healing – reverence and love for all of life, with joyfulness of spirit, and with humility and justice for all those entrusted to our care.

We are, with God's help, a healing and spiritual presence for each other and for the communities we are privileged to serve.



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