

Coronavirus (COVID-19)

Safe to Return to Work Employer Toolkit



Dear Business Leaders,

In response to the current Coronavirus Disease 2019 (COVID-19) situation, Ochsner Lafayette General has created a toolkit of resources for you and your colleagues, as well as helpful tips to keep you, your families and your employees healthy and prepared.

- Tips to Protect Employees
- Virtual Options for Care
- Symptoms & Triage
- Testing
- Mental Health Tips
- Helpful Resources

As the COVID-19 situation continues to evolve, we encourage you to check <https://www.OchsnerLG.org/covid-19> and <https://www.cdc.gov/> for the latest information. We've included a list of other helpful resources in the last page of this toolkit.

We look forward to continuously updating this Employer Toolkit as this rapidly evolving situation continues to unfold.

Thank you,
Ochsner Lafayette General

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Symptoms & Triage

Symptoms and Triage

	Coronavirus	Flu
What is it?	<p>COVID-19 presents itself as a mild to severe respiratory illness with fever, cough and difficulty breathing.</p> <p>Additional symptoms can also include: shortness of breath, difficulty breathing, chills, repeated shaking, muscle pain, headache, sore throat, loss of taste and/or smell</p>	<p>The flu is caused by one of several influenza viruses that typically result in fever, chills, cough, sore throat, runny/stuffy nose, muscle/body aches, headaches and fatigue.</p> <p>In children, additional symptoms can also include vomiting and diarrhea.</p>
How can I catch it?	<p>Current understanding is that COVID-19 spreads mostly from person to person through respiratory droplets when a person coughs or sneezes.</p> <p>Typically, people within six feet of someone with an illness are at highest risk. Additionally, after coughing or sneezing, these droplets may be present on doorknobs, counters and other surfaces. Frequent cleaning of surfaces and household items can reduce this route of viral spread.</p>	<p>People with flu can spread it to others up to about six feet away. Most experts think that Flu viruses spread mainly by droplets made when people cough, sneeze or talk. These droplets can be easily inhaled through the nose or mouth of people who are nearby.</p> <p>Similar to COVID-19, these droplets may be present on doorknobs, counters and other surfaces after a person coughs or sneezes. Frequent cleaning of surfaces and household items can reduce this route of viral spread.</p>
How long does it take to develop symptoms?	Typically 2-14 days after exposure.	About two days after the virus enters the body.

How to protect yourself and others from COVID-19 and the Flu

- Get your annual flu vaccine; even late in the flu season, it offers the best protection.
- There is no vaccine for COVID-19 at this time.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wear a mask or face covering.
- Stay home when you are sick.
- Cover your mouth when coughing or sneeze into a tissue then throw it away.
- Wash your hands with soap and water or alcohol-based sanitizer frequently.
- Clean and disinfect frequently touched objects in your home and workplace.

**Workplace:
Virus Prevention Checklists
& Returning to Work**

How to Protect Your Employees When Returning to Work

- 1 Actively encourage sick employees to stay home.
- 2 Have continued conversations with employees about their concerns.
- 3 Develop other flexible policies for scheduling and telework (if feasible) and create leave policies.
- 4 Promote proper etiquette for coughing and sneezing.
- 5 Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.
- 6 Perform routine environmental cleaning.
- 7 Consider the need for travel and explore alternatives.
- 8 Provide education and training materials.
- 9 If an employee becomes sick while at work, they should be separated from other employees, customers and visitors and sent home immediately.
- 10 Talk with companies that provide your business with contract or temporary employees about their plans.
- 11 Enforce universal masking.
- 12 Maintain proper social distancing.
- 13 Regularly disinfect objects that are frequently used in the workplace, such as doorknobs, light switches, appliance handles, phones, computers, chargers, etc.
- 14 Promote frequent hand washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating or after coughing or sneezing. See printable “How to Clean Your Hands” infographic on next page to post throughout your workplace.



How to Clean Your Hands

Clean hands are the key to staying healthy.



WET

Use warm or cold running water.



LATHER & SCRUB

Scrub for 20 seconds and be sure to get the backs of your hands, between fingers and under nails.



RINSE

Use clean water, warm or cold.



DRY

Use a clean towel or air dry.

**Virtual Visits
Keep Your
Employees
Healthy**

Health Anywhere – Louisiana’s Virtual Urgent Care

Enjoy safe, convenient access to providers, prescriptions and professional advice – all delivered straight to the palm of your hand. No appointment necessary. Available to all Louisiana residents three years and older.

Easy to download. Easy to use.

1. Get the App

Find Health Anywhere in the app store and download to your device.

2. Register

Open the app and enter all required information. Once complete, your account is active.

3. Get Better

Simply select a provider and start a visit. You’ll then be connected via video chat. All prescriptions will be sent directly to your designated pharmacy for pick up.



What conditions can be treated?

For just \$45 per visit (before insurance), you can conduct a virtual visit with a physician for these common needs:

- Colds & Flu
- Sinus Infections
- Rashes
- Sore Throats
- Allergies
- Fevers

COVID-19 symptoms can be very similar to the flu or cold.

If you develop these symptoms, you can conduct a virtual visit with a provider.

- Fever
- Shortness of breath
- Cough

Visit OchsnerLG.org/HealthAnywhere for more information.



Easy Access to Your Medical Records. Anytime. Anywhere.

Your Online Health Management Tool

With the MyHealth portal, you can view, store and share your health information 24/7, from your computer or mobile device. Download the app in the Apple App Store or Google Play Store.

- ✓ All information is **private** and **secure**
- ✓ Securely email your provider
- ✓ Request medication renewals/refills
- ✓ View your Lab results (in real time)
- ✓ View your Radiology results (after 96 hours)
- ✓ Manage your clinic appointments
- ✓ View your medical record summary

GET STARTED TODAY!

Ask us for an email invitation or self-enroll at LafayetteGeneral.com/MyHealth

- 1 Ask Our Staff to Sign You Up.**
All they need is your email address.
—— OR ——
- 2 Self Enroll**
You will enter first name, last name, date of birth and social security number.
- 3 Personalize Your Security Question**
You will be asked to provide an answer to a personalized security question. You will need it to activate your account.
- 4 Look for Confirmation Email**
You will receive an email from MyHealth. Don't see the invite? Check your junk or spam folder for a MyHealth email.
- 5 Verify Your Identity**
Click on the link inside the email to verify your identity to the MyHealth homepage.
- 6 Register Your Information**
Click on **Sign in with MyHealth** and register your information to get connected and stay connected!

MyHealth

OchsnerLG.org/MyHealth

Testing Resources

COVID-19 Test Sites

Location	Address	Hours	Phone	Information
Burdin Riehl	1211 Coolidge Blvd. Lafayette, LA 70503	M–F 1pm – 3pm	337-289-8000 Option 3	Physician order required
Ochsner Abrom Kaplan Memorial Hospital	1310 West 7th St. Kaplan, LA 70548	M–F 6:30am–6pm	337-643-8300	Physician order required
Ochsner Acadia General Hospital	1305 Crowley Rayne Highway Crowley, LA 70526	M–F 7am–3pm	337-783-3222	Physician order required
Ochsner St. Martin Hospital	508 E. Bridge St. Breaux Bridge, LA 70517	M–F 6:30am–5pm S–S 7am–11am	337-322-2178	Physician order required
Urgent Care Center – Carencro	917 W Gloria Switch Rd. Lafayette, LA 70507	M–F 9am–9pm S–S 11am–7pm	337-886-6455	Must see Urgent Care provider to determine if testing is needed
Urgent Care Center – River Ranch	1216 Camellia Blvd. Lafayette, LA 70508	M–F 8am–7pm S–S 8am–4pm	337-769-0069	Must see Urgent Care provider to determine if testing is needed
Urgent Care Center – University Hospital & Clinics	2390 W. Congress St. Building 10 Lafayette, LA 70506	M–F 9am–9pm S–S 11am–7pm	337-261-6195	Must see Urgent Care provider to determine if testing is needed

Presentation/Symptoms	Testing Recommended
Asymptomatic	No
Community Patients + Symptoms (included all clinics, urgent care) >18 years old or <11 months	Yes
Emergency Room Patients + Symptoms (all ages)	Yes
Emergency Room Patients being ADMITTED (all ages)	Required for 100% of Admissions
Labor and Delivery	Required for 100% of Admissions
Newborn Nursery and NICU Admissions	If mother is confirmed positive or medical decision making deems it necessary
Hospitalized Patients + Symptoms	Yes
Healthcare Workers + Symptoms	Yes

Symptoms of acute viral respiratory infection (new and worsening cough, shortness of breath) or subjective fever or anosmia (sudden loss of smell and/or taste)

Frequently Asked Questions

Q: Should I buy a mask to protect myself from contracting COVID-19?

A: The CDC recommends that people who are well wear a cloth mask to protect themselves from COVID-19. A mask should be used in public settings where social distancing measures are difficult to maintain. The cloth masks recommended are NOT surgical masks or N-95 respirators. These critical supplies should still be reserved for healthcare workers.

Q: How long should a COVID-19 positive patient continue to isolate after his/her symptoms subside without medication?

A: At least three days (72 hours) have passed since:

- Recovery (defined as resolution of fever without the use of fever-reducing medications); and
- An improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Q: What do you recommend I do to screen employees coming to work in an office or manufacturing site each day?

A: We recommend educating your staff regarding identification of symptoms and what your return-to-work policies are. Emphasize that, if they are sick, they should stay home to prevent possible transmission.

Q: What can we do to improve safety and health in the workplace?

A: Provide resources and a work environment that promote personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants and disposable towels for workers to clean their work surfaces. Require regular hand washing and/or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE. Post handwashing signs in restrooms.

Additional things you can do are:

- Encourage sick workers to stay at home.
- Minimize contact among workers, clients and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Restrict the number of personnel entering isolation areas.

Q: What can I do to educate my staff regarding COVID-19?

A: The Center for Disease Control (CDC) has published guidelines on their website at cdc.gov/coronavirus. They have broken down the workplace in many ways and made it as relevant as possible to most circumstances in the workplace. Please utilize the CDC and Healthcare officials as your guide through this pandemic. Ochsner Lafayette General's COVID-19 website also provides additional resources at ochsnerlg.org/covid-19

Mental Health Tips

Mental Health Tips

Work From Home Smarter, Not Harder

- ✓ Follow best practices when setting up a remote workstation.
- ✓ Avoid being overly distracted by setting up dedicated work time.

Stay Active

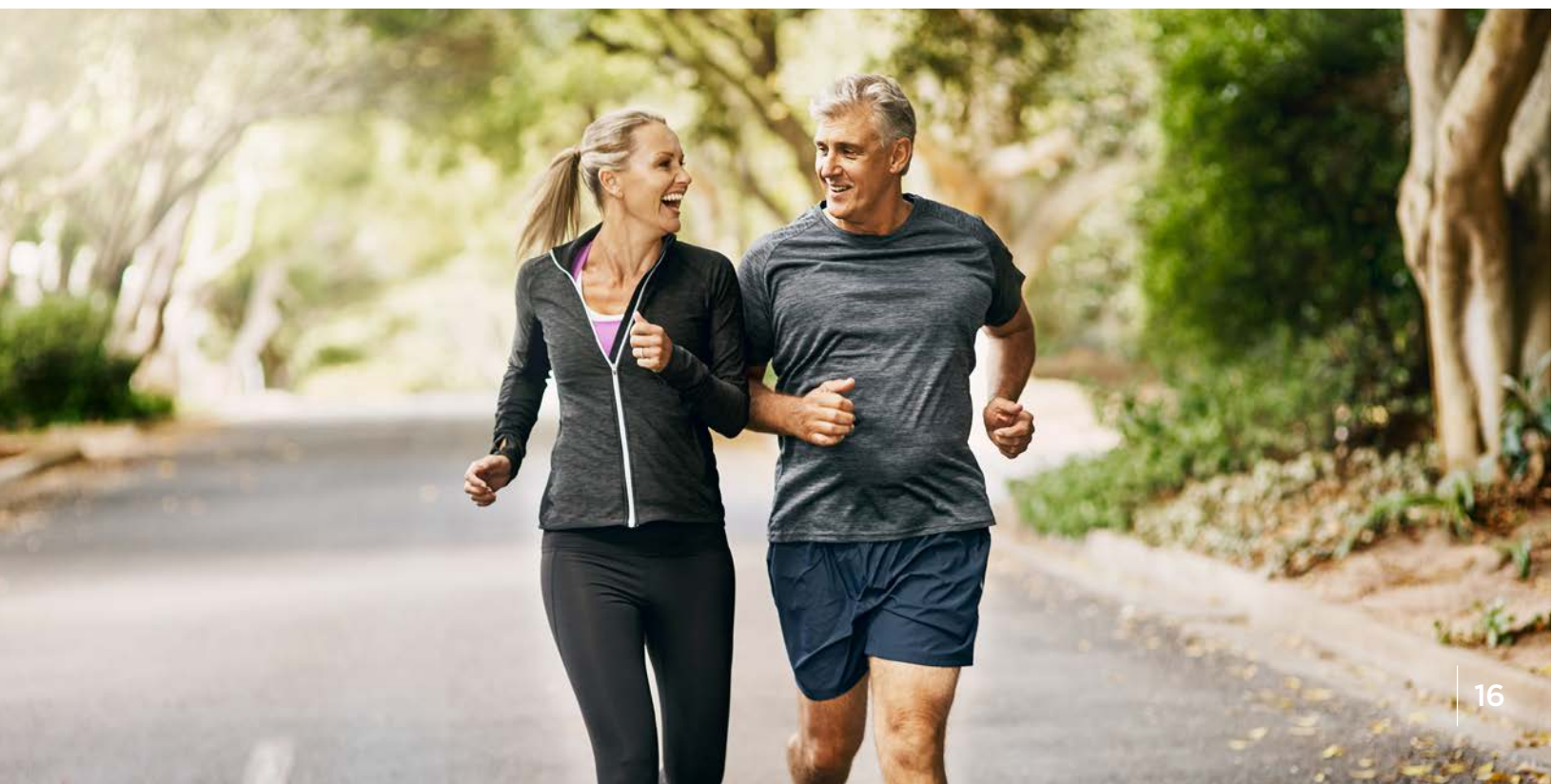
- ✓ Schedule daily exercise into your “new” day.
- ✓ Even if it’s a new exercise routine – now is the right time to begin.
- ✓ Exercise is a great source of stress relief, energy, and creativity.

Finding a Balance

- ✓ Take breaks throughout the day.
- ✓ Allowing stress to build in an uninterrupted fashion can be harmful.
- ✓ Interrupting this cycle of daily stress allows for restoration of physical and mental health.
- ✓ Even a few minutes to restore can pay dividends.
- ✓ Take a break – You’re worth it!

Creating a New Routine

- ✓ Set a new schedule.
- ✓ Include breaks, lunch and walking outside (social distancing).
- ✓ Avoid letting work projects and deadlines slip into the weekend.





Teamwork

- ☑ Being alone is not ideal.
- ☑ Use technology to work with colleagues when possible.
- ☑ Call your colleagues often and stay connected.
- ☑ Ask colleagues for help with new or overwhelming projects.

Volunteerism

- ☑ Can come in many forms.
- ☑ Meet your neighbors. Most are outside these days (social distancing).
- ☑ Help a neighbor with a chore (ex. cut their grass, take out garbage).
- ☑ Helping others helps brings self-worth, companionship and fellowship.



Helpful Resources

COVID-19 Resource Guide

Links to more information about COVID-19 can be found on the following sites.

Centers for Disease Control and Prevention (CDC)

[CDC COVID-19 Alerts](#)

[CDC Frequently Asked Questions: COVID-19 and Children](#)

[CDC Guidelines for Schools](#)

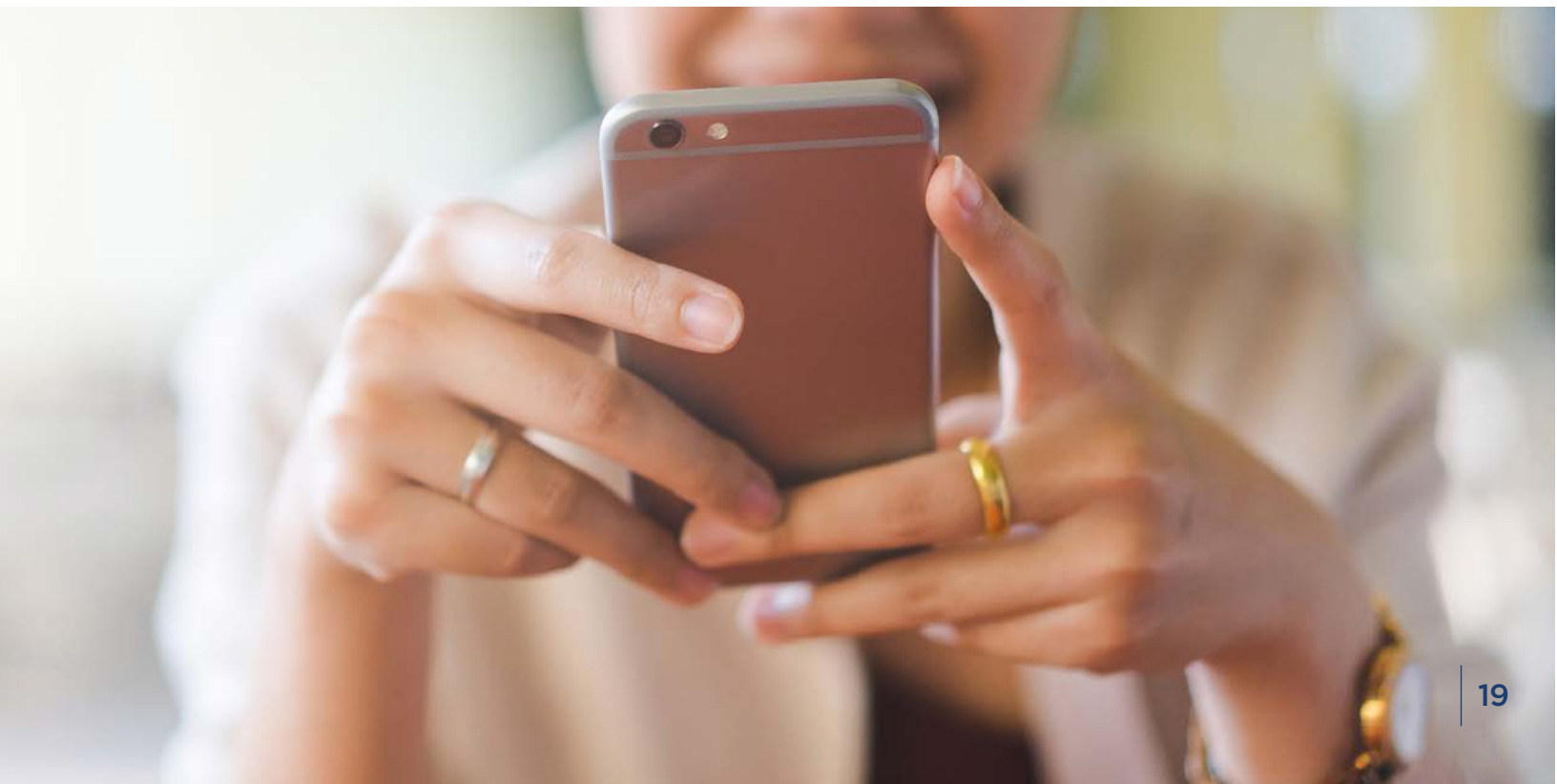
[CDC Handwashing Guide](#)

[CDC Official Twitter](#)

Louisiana Department of Health

[Louisiana Department of Health COVID-19 Information](#)

[Louisiana Office of Public Health Twitter](#)



Questions?

Call Ochsner Lafayette General at 337-571-0311
or email CorporateHealth@lgh.org
