



## Benco COVID-19 Notification & Reporting Procedures

### Employee Situation:

All Benco employees are expected to self-monitor for symptoms of COVID-19 and follow Benco's policy for calling in sick.

- If an employee is exposed to COVID-19 they will notify their supervisor and schedule a COVID-19 PCR test. The employee must wear a kn95 mask and face shield while working.
  - If the employee tests positive, they will notify their supervisor and call in sick. The employee will send an email to [COVID@bencocorvallis.com](mailto:COVID@bencocorvallis.com) with the following information:
    - Name
    - Date of exposure
    - Date & location of COVID-19 PCR test
    - Report showing positive test results
    - Update on symptoms the employee is experiencing
- If an employee is experiencing symptoms of COVID-19 they will notify their supervisor, call in sick, and schedule a COVID-19 PCR test.
  - If the employee tests positive, they will notify their supervisor and quarantine for 5 days from the onset of symptoms.
  - The employee will send an email to [COVID@bencocorvallis.com](mailto:COVID@bencocorvallis.com) with the following information:
    - Name
    - Symptoms the employee is experiencing and date the symptoms began
    - Date & location of the COVID-19 PCR test
    - Report showing positive test results

For general illnesses, the employee must be fever free without medicine for 48 hours before coming back to work at the program. If the employee tests positive for COVID-19 with a PCR test it is recommended that the employee quarantine for 5 days from the onset of symptoms or from the date of the COVID-19 PCR test.

The COVID-19 Response Team will determine if the program is in conventional, contingency, or crisis level staffing. If in contingency or crisis level staffing, the employee may be released to work prior to the 5-day quarantine period using additional PPE while on shift.



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### Outbreak Situation:

When a program has been determined to be in an outbreak, Benco will follow the guidance of Benton County Public Health.

A COVID testing spreadsheet will be shared with the Program Coordinator for COVID-19 PCR testing and results tracking. This documentation is required from Public Health.

- The Program Coordinator and the COVID Response Team will update the spreadsheet with dates, location, and test results for each employee and resident as information is provided for the specified program.
- The spreadsheet will be updated daily.
- The Program Coordinator will reach out to the Residential Director with any questions regarding staff schedules or to request additional PPE/Supplies.

All employees and residents will schedule PCR testing for a minimum of two weeks and could last for up to two weeks after the last person at the program tests positive. Each employee will be responsible for notifying their supervisor of when their test is set up and the results of their test. Employees will continue to work.

If an employee or resident test is positive, they will not test again during the outbreak. If the employee tests negative, they should schedule their next round of testing 5-7 days after the most recent test until Benton County Public Health has cleared the program.

- After each test, the employee will email their test results to [COVID@bencocorvallis.com](mailto:COVID@bencocorvallis.com) with the following information:
  - Employee name
  - The date & location of the COVID-19 PCR test
  - Report showing negative or positive test results

If the employee tests positive for COVID-19 with a PCR test it is recommended that the employee quarantine for 5 days from the onset of symptoms or from the date of the COVID-19 test. The employee should be fever free without symptoms for 48 hours prior to coming back to work.

The COVID-19 Response Team will determine if the program is in conventional, contingency, or crisis level staffing. If in contingency or crisis level staffing, the employee may be released to work prior to the 5-day quarantine period using additional PPE while on shift. The Program Coordinator will communicate with the employee about when they are scheduled to work next.