



Phoenix Home Care & Hospice
COVID-19 TASK FORCE

For all PHC Leadership

Phoenix Home Care & Hospice (PHC) is committed to providing a safe and healthy workplace for all our employees who are providing essential support services to our healthcare workers and clients across our communities. Our primary goals are to:

- (1) Prevent and reduce COVID-19 transmission among employees,
- (2) Maintain healthy business operations, and
- (3) Maintain a healthy work environment.

Our mission during this unprecedented time is to serve our caregivers and clinicians providing home care to our clients. We must remain dedicated to reassuring our clients and community that we can **safely** care for them in their homes. As members of the healthcare community, Phoenix Home Care & Hospice recognizes the impact and importance of infection prevention, and we therefore **support and encourage all staff to receive a COVID vaccination.**

In response to recent regulatory changes, PHC (*as well as all healthcare businesses*) are implementing additional infection control and prevention measures for our healthcare workers and within all healthcare facilities. Even though **these new standards do not apply to the business office setting, or to our leadership staff not providing hands-on direct patient care**, we are taking additional precautions to safeguard your health and prevent transmission of COVID-19 within our offices.

Our COVID Taskforce continues to monitor the COVID-19 pandemic on a daily basis, and CDC guidance is considered in every decision and action taken. The revised policies listed here are effective immediately for all Phoenix Home Care & Hospice offices, and copies of these policies and procedures may be found on the COVID Team site.

OFFICE SAFETY POLICIES

All PHC staff will perform **daily self-monitoring** including temperature checks and symptom monitoring before reporting to work. Each staff member will keep a personal record of their daily report and submit this to the office upon request.

PHC employees are required to report any **positive COVID-19 test** or any suspicion of COVID-19 exposure to their supervisor immediately. In addition, staff must report a **fever >100.4°F**, any recent **loss of taste and/or smell**, or a new unexplained **cough** associated with **shortness of breath**.

All visitors, including applicants and orientees, **are required to be screened upon entry** for current infection, symptoms, and/or recent exposure to COVID-19.

Un-vaccinated staff and visitors are **encouraged** to wear a medical facemask while in the office, unless able to maintain 6-foot social distancing from other employees.

All PHC staff should practice good hand hygiene and cough etiquette at all times.

High-touch surfaces and equipment used within the office and in personal vehicles should be cleaned at least once **daily**. Interview and orientation rooms should be disinfected after each use.

OFFICE POLICIES

- PHC leadership staff will notify employees and patients within 24 hours of becoming aware of a “close contact” exposure to COVID-19 in the workplace.
- Un-vaccinated employees who are exposed to COVID-19 in the workplace will be placed in quarantine for 7-14 days and PHC may require COVID-19 testing **after 5 days** from the date of exposure at no cost to the employee. **Fully vaccinated staff are not required to quarantine following an exposure unless symptomatic.** **Employees may be required to work remotely or in isolation if suitable work is available**
- Symptomatic and/or COVID-19 positive employees may **return to work after 10 days** as long as the employee remains afebrile for 24-hours without fever-reducing medication and all other symptoms of COVID-19 are improving or not present.
- Employees are required to utilize Paid-Time-Off (PTO) for COVID-19 quarantine and isolation, and may be eligible to receive worker’s compensation benefits if infection is proven to be contracted within the workplace. **Employees not providing hands-on direct patient care at the time of their workplace exposure do not qualify for OSHA required Medical Removal Protection benefits**

Hand sanitizer and tissues are available throughout the office to cover coughs and sneezes. We will also be placing posters on all entrances and around the offices reminding employees and visitors to report symptoms of COVID-19 and ways to help stop the spread. Sneeze guards should be utilized at all reception areas. Non-contact methods of greeting and meetings are encouraged, and employees are advised to check the CDC website prior to any travel outside their local community.

Phoenix Home Care & Hospice does offer FREE COVID-19 testing for all employees using rapid antigen test kits. Please submit an Employee Exposure Report if you believe you have been exposed or have symptoms of COVID-19. The Employee Exposure Form can be found on the COVID Team site under Files-Employee Exposure Report and on the PHC website at <https://phoenixhomehc.com/covid-19-task-force/>. Submit all forms and any COVID related questions to COVID@phoenixhomehc.com.



“Phoenix Home Care & Hospice is dedicated to slowing the spread of COVID-19 in our communities and encourages all employees, contractors and staff to receive a COVID-19 vaccine.”

*We thank you for your continued support to not only your clients, caregivers and clinicians...
But to Phoenix Home Care & Hospice - a healthcare company striving to
Rise Above the Pandemic.*

- your Phoenix Family