

## COVID-19 Policy for Employees Providing Direct Care and/or Reporting into a Work Location

To ensure the safety of our employees, patients, and clients during the COVID-19 pandemic, we are requiring employees that provide direct care OR work daily in an Elara office work location to monitor their own body temperature.

Employees should take their own temperature using an appropriate device (thermometer) prior to starting their workday. Workday includes going to patient's or client's home/facility or their office work location.

Should the employee's temperature read 100.0 degrees or above, they should not report to work or provide services to a patient or client.

The employee should contact their supervisor to notify them of any illness prior to reporting to work.