

ELARA CARING

PANDEMIC RETURN TO WORK - PHASED APPROACH PROCESS

Elara Caring strives to provide a safe and healthy workplace for all employees.

The return to work strategy is based on the proposed State Gating Criteria. Data from the Centers for Disease Control and Prevention as well as State and Local Government Agencies will be monitored and used to identify those States in which the appropriate criteria are met and are able to progress through the phases outlined below. Each phase addresses those aspects of daily activity for which restrictions remain appropriate due to COVID-19.

The decision to initiate the return to work strategy will be based on the guidance of each State and Local Government and their ability to satisfy the Gating Criteria. A Return to Work Committee has been established that will obtain State data to present to the Executive Committee for final review and approval.

SPECIAL INSTRUCTIONS

PHASE ONE

➤ STATES THAT SATISFY THE GATING CRITERIA

- Telecommunicating continues and is encouraged for those branch locations that are not able to effectively practice social distancing and spacing.
- Groups returning to work will be chosen based on critical need and location. Return to work dates will be staggered. Local leadership will develop schedule and provide notification.
- Continue to Practice Good Hygiene
 - Wash hands with soap and water or use hand sanitizer
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow
 - Disinfect frequently used items and surfaces as much as possible
 - Do not report to work if you feel sick
 - Contact and follow the advice of your medical provider
- Personal Protective Equipment / Sanitation
 - A procedural mask will be provided to non-direct care team members upon returning to the office setting. For the safety of all team members, it is expected the mask be worn during working hours.
 - Management will address team members not abiding by the policy.
 - Please abide local and/or state orders for wearing face coverings when in public.

HUMAN RESOURCE / RISK MANAGEMENT

- Hand sanitizer should be placed at each entrance of office location, conference rooms and break rooms.
- Social Distancing
 - Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
 - Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other. Avoid shaking hands. Maximum 10 people.
 - Do not congregate in common areas or breakrooms. Keep six feet apart when possible.
 - Breaks should be taken away from others. Avoid lunchrooms if possible.
 - Stagger arrival and departure times for those team members working in office locations.
 - For those branch locations that have more than one entry/exit door, designate one door as entry only and the another as exit only.
 - Each branch location is required to post a notice for visitors to stop and read prior to entering the office. This notice should state if the visitor is not feeling well, they need to refrain from entering and reschedule the visit.
- Temperature Checks
 - Before leaving your home for the workday, it is required each team member check their temperature. An acceptable reading is 100.0 or below. Anything other, please stay home and refrain from reporting to work and call your supervisor.
 - Upon entry at a branch location, each team member will be required to take their temperature and attest to the daily health screening assessment.
 - Each branch location will have a touchless thermometer on site.
- Testing, Isolating, and Contact Tracing
 - Testing - Please follow the guidance of the CDC, State and local health departments and/or individual health care providers.
 - Isolation – It is recommended that each branch location have a designated area for field team members providing patient care that come into branch locations to drop off necessary documents and/or pick up supplies to limit interaction with other office employees. Only one team member at a time to be allowed in this designated area.
 - Contact Tracing - Elara's Infectious Disease team utilizes contact tracing to trace and monitor contacts of infected people. Continue to report symptoms or exposures to the infectious disease team.

- Sanitation of Facilities
 - All common areas, high touch points and high traffic areas need to be wiped down and disinfected daily to help prevent the spread of infection.
 - If the branch does not have a contracted janitorial service to perform daily cleaning, it is recommended to designate a branch team member to complete the daily wipe down.
 - Team members should wipe down their work areas down daily to include work surface, phone, headsets, keyboard and mouse.
 - The sharing of work equipment amongst team members should be avoided if possible. If unavoidable, please wipe equipment down thoroughly after use.

- Travel
 - Non-essential travel should be limited.
 - Any team member that travels outside the United States, must self-quarantine themselves for 14 days after your trip. Stay home, monitor your health, and practice social distancing.

PHASE TWO

- **STATES WITH NO EVIDENCE OF A REBOUND AND THAT SATISFY THE GATING CRITERIA A SECOND TIME**
 - Telecommunicating continues and is encouraged if branch office locations are not able to practice effective social distancing and spacing.
 - Groups returning to work will be chosen based on function and location. Return to work dates will be staggered. Local leadership will develop schedule and provide notification.
 - Continue to Practice Good Hygiene
 - Wash hands with soap and water or use hand sanitizer
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow
 - Disinfect frequently used items and surfaces as much as possible
 - Do not report to work if you feel sick
 - Contact and follow the advice of your medical provider
 - Personal Protective Equipment / Sanitation
 - A procedural mask will be provided to non-direct care team members upon returning to the office setting. For the safety of all team members, it is expected the mask be worn during working hours.
 - Management will address team members not abiding by the policy.
 - Please abide local and/or state orders for wearing face coverings when in public.
 - Hand sanitizer should be placed at each entrance of office location, conference rooms and break rooms.

- Social Distancing
 - Use of online conferencing, email or the phone should be used when possible.
 - Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other. Avoid shaking hands. Maximum 50 people.
 - Do not congregate in common areas or breakrooms. Keep six feet apart when possible.
 - Breaks should be taken away from others. Avoid lunchrooms if possible.
 - Each branch location is required to post a notice for visitors to stop and read prior to entering the office. This notice should state if the visitor is not feeling well, they need to refrain from entering and reschedule the visit.

- Temperature Checks
 - Before leaving your home for the workday, it is required each team member check their temperature. An acceptable reading is 100.0 or below. Anything other, please stay home and refrain from reporting to work and call your supervisor.
 - Upon entry at a branch location, each team member will be required to take their temperature and attest to the daily health screening assessment.

 - Each branch location will have a touchless thermometer on site.

- Testing, Isolating, and Contact Tracing
 - Testing - Please follow the guidance of the CDC, State and local health departments and/or individual health care provider.
 - Isolation – It is recommended that each branch location have a designated area for field team members providing patient care that come into branch locations to drop off necessary documents and/or pick up supplies to limit interaction with other office employees. Only one team member at a time to be allowed in this designated area.
 - Contact Tracing - Elara's Infectious Disease team utilizes contact tracing to trace and monitor contacts of infected people.

- Sanitation of Facilities
 - All common areas, high touch points and high traffic areas need to be wiped down and disinfected daily to help prevent the spread of infection.
 - If the branch does not have a contracted janitorial service to perform daily cleaning, it is recommended to designate a branch team member to complete the daily wipe down.
 - Team members should wipe down their work areas down daily to include work surface, phone, headsets, keyboard and mouse.
 - The sharing of work equipment amongst team members should be avoided if possible. If unavoidable, please wipe equipment down thoroughly after use.

- Travel
 - Non-essential and Business travel can resume without restrictions.
 - Any team member that travels outside the United States, should monitor their health, and continue to practice social distancing.

PHASE THREE

➤ STATES WITH NO EVIDENCE OF A REBOUND AND THAT SATISFY THE GATING CRITERIA A THIRD TIME

- Resume unrestricted staffing at all branch locations
- Continue to Practice Good Hygiene
 - Wash hands with soap and water or use hand sanitizer
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow
 - Disinfect frequently used items and surfaces as much as possible
 - Do not report to work if you feel sick
 - Contact and follow the advice of your medical provider
- Personal Protective Equipment / Sanitation
 - A procedural mask will be provided to non-direct care team members upon returning to the office setting. Please abide by local and/or state orders for wearing face coverings when in public.
 - Hand sanitizer should be placed at each entrance of office location, conference rooms and break rooms.
- Social Distancing
 - Use of online conferencing, email or the phone should be used when possible.
 - In-person meetings should be in a large meeting room where people can sit at least three feet from each other. Continue to avoid shaking hands when possible.
 - Each branch location is required to post a notice for visitors to stop and read prior to entering the office. This notice should state if the visitor is not feeling well, they need to refrain from entering and reschedule the visit.
- Temperature Checks
 - Before leaving your home for the workday, it is required each team member check their temperature. An acceptable reading is 100.0 or below. Anything other, please stay home and refrain from reporting to work and call your supervisor.
 - Upon entry at a branch location, each team member will be required to take their temperature and attest to the daily health screening assessment.
 - Each branch location will have a touchless thermometer on site.

- Testing, Isolating, and Contact Tracing
 - Testing - Please follow the guidance of the CDC, State and local health departments and/or individual health care provider.
 - Isolation – It is recommended that each branch location have a designated area for field team members providing patient care that come into branch locations to drop off necessary documents and/or pick up supplies to limit interaction with other office employees. Only one team member at a time to be allowed in this designated area.
 - Contact Tracing - Elara's Infectious Disease team utilizes contact tracing to trace and monitor contacts of infected people.

- Sanitation of Facilities
 - All common areas, high touch points and high traffic areas need to be wiped down and disinfected daily to help prevent the spread of infection.
 - If the branch does not have a contracted janitorial service to perform daily cleaning, it is recommended to designate a branch team member to complete the daily wipe down.
 - Team members should wipe down their work areas down daily to include work surface, phone, headsets, keyboard and mouse.
 - The sharing of work equipment amongst team members should be avoided if possible. If unavoidable, please wipe equipment down thoroughly after use.

- Travel
 - Non-essential and Business travel can resume without restrictions.
 - Any team member that travels outside the United States, should monitor their health, and continue to practice social distancing.