

## MISSION CITY COMMUNITY NETWORK, INC.

This protocol is for staff with COVID-19 symptoms is crucial for maintaining a safe and healthy working environment:

**Staff Training:** Provide comprehensive training and information on the signs and symptoms of COVID-19. Ensure that all employees are aware of the protocol and understand the importance of reporting symptoms promptly.

**Self-screening:** Encourage staff to conduct a daily self-screening for COVID-19 symptoms before coming to work. Provide a checklist of common symptoms such as fever, cough, sore throat, shortness of breath, loss of taste or smell, and body aches. If any symptoms are present, staff should follow the protocol for reporting.

**Reporting symptoms:** MCCN staff will have to notify their supervisor or a designated point of contact if they develop COVID-19 symptoms. This can be done through a phone call, email, or a dedicated reporting system. Emphasize the importance of early reporting to facilitate timely intervention.

**Isolation:** MCCN staff who develop COVID-19 symptoms has to immediately isolate themselves at home and avoid coming to work. Provide guidelines on how to properly self-isolate, including staying in a separate room, using a separate bathroom if possible, and wearing a mask around household members.

**Medical consultation:** Advise staff with symptoms to seek medical advice from healthcare professionals promptly. Encourage them to contact their primary healthcare provider or local health department for guidance on testing and further medical evaluation.

**Testing:** Recommend that staff members with symptoms to get tested for COVID-19 as soon as possible. Provide information on local testing facilities or assist them in making testing appointments, if necessary. Emphasize that staff should not return to work until they receive a negative test result or are cleared by a healthcare professional.

**Contact tracing:** Collaborate with public health authorities to conduct contact tracing if a staff member tests positive for COVID-19. Provide necessary information to health officials to identify potential close contacts within the workplace and support their efforts in containing the spread.

**Work from home or leave options:** Consider providing flexible work-from-home arrangements if feasible for staff members who are experiencing COVID-19 symptoms or are awaiting test results. This will help minimize the risk of transmission and ensure the well-being of the workforce.

**Communication and confidentiality:** Maintain open and transparent communication with staff throughout the process, while respecting individual privacy and maintaining confidentiality regarding personal health information. Regularly update employees on the status of affected individuals and any necessary measures taken to ensure their safety.

**Follow local guidelines:** It is essential to adhere to the latest guidance and regulations provided by local health authorities and government agencies. Regularly review and update the protocol as new information becomes available to ensure alignment with current best practices.

Remember, this protocol is a general guideline, and it's crucial to tailor it to an specific workplace, taking into account any local regulations.