



RETURN TO THE NON-CLINICAL

# WORKPLACE

EMPLOYEE GUIDE



**At Envision Healthcare,** maintaining the health and safety of our team members is of the utmost importance. As we prepare to return to the workplace, we have taken comprehensive steps to ready our facilities and alter our ways of working together to create a safe environment for all of our team members.

This guide provides an overview of the many changes you may encounter as you return to the workplace, including facility-based changes, policy changes and guidance on how to do your part to help us maintain a COVID-19-free environment.

Thank you for your partnership, your leadership, and your support of one another. We look forward to having you back in the workplace!

## GUIDING PRINCIPLES



### **Teammate Safety**

The safety of our team members is a top priority. All decisions regarding our Return to Workplace have been made with our teammates' well-being in mind.



### **Ongoing Feedback**

Throughout this process, we will continue to gather input from teammates across the organization and review CDC guidelines to shape our efforts and decisions.



### **Flexibility**

While minor modifications can be made, we have built a philosophy and model with flexibility, rather than a full workplace re-design. This flexibility reflects our dynamic work environments and facilities across the nation.

## CHANGES TO THE WORKPLACE

Site leaders have taken steps to prepare each facility in accordance with Envision Healthcare's updated policies and procedures which reflect the Center for Disease Control's (CDC) COVID-19 guidelines.



Specifically, each facility has:

1. Cleaned and disinfected all common areas including cafeterias, restrooms, conference rooms and break areas.
2. Set up hand sanitizer stations in high-traffic or common-use areas such as elevators, stairs, restrooms and cafeterias.
3. Established a rigorous cleaning protocol to be implemented upon any report of a potential/confirmed case of COVID-19 in the facility.
4. Removed common use items and equipment throughout the building, such as paper sign-in documents, books/magazines and community phones.
5. Displayed signage throughout the building to guide teammates on new policies and procedures and to reinforce hygiene guidelines.



**Wash your hands**



**Maintain  
6 ft distance**



**Wear a mask**

### **Individual Workspaces**

- For desk sharing work schedules, the workspace must be properly cleaned between each person.
- Teammates are encouraged to keep desktops clear of all but necessities to facilitate easier self-cleaning.
- Periodically wipe down your personal workspace and equipment, including phone, mouse, keyboard and other high-touch objects as necessary.

### **Meeting Rooms, Training Rooms, Conference Rooms**

- Meeting rooms should be booked that will meet the capacity required for attendance with proper distancing in mind. A digital option should also be provided when possible.
- Meeting attendees are responsible for cleaning the room and equipment before and after use.
- Food service in meeting rooms is discouraged.
- Scheduling meetings during lunch is discouraged.

### **Break Rooms, Coffee Bars and Cafeterias**

- You are encouraged to bring food on a daily basis to allow enough refrigerator space for all teammates.

### **Bathrooms**

- Follow hand hygiene guidelines as indicated by handwashing signs.

**Go to Envision's [COVID-19 Resource Site](#) for more resources.**

## NEW WAYS OF WORKING TOGETHER

To bolster our health and safety measures amid COVID-19, you'll find many new and updated policies, procedures and guidelines to help you safely navigate your return to the workplace.



"When you wear a mask, it reduces your chances of catching respiratory illness by 30% and reduces the potential of you infecting others by 95%."

— **Adam Brown**, MD, MBA, FACEP Chief Impact Officer and Chairman of Envision's COVID-19 Taskforce

## MAINTAINING A SAFE WORKING ENVIRONMENT

### **Stay Home When Sick**

All teammates should stay home if they are sick, until at least 24 hours after their fever and/or contagious symptoms (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) are gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen).

### **If You Become Sick at Work**

Teammates who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers and go home until at least 24 hours after their fever is gone without the use of fever-reducing medications, or after symptoms have improved (at least 4-5 days after symptoms started).

### **Self-quarantining**

Self-quarantining is required under the following circumstances:

1. You have *not* received all recommended doses of the vaccine and have been in close contact with someone confirmed or suspected of COVID-19

When in quarantine, Teammates must separate themselves from others, monitor their health and follow directions from their state or local healthcare department.

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Monitor symptoms of COVID-19, including fever, cough and/or shortness of breath.
- Avoid interaction with others.

People who *are* fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

### **Working Remotely When Sick**

Teammates who are able to work remotely may do so if they feel well enough. In all instances where employees are not working due to illness, PTO must be used.

### **Mask Policy**

You must wear a mask at all times, except when you are alone in an office with the door closed or while eating and maintaining 6 feet of physical distance.

In all other cases, you must wear a mask. This includes the following:

- Masks are required while you are working at your desk or in a conference room.
- Wearing masks both to and from restrooms and all common areas.
- Wearing masks in the parking garage, elevators and as you are entering and exiting the building. (Once you are outside or in your vehicle, you may remove your mask.)



### **Updated Cleaning Policy**

This policy communicates the guidelines for performing a deep clean on all areas, surfaces, and equipment following the reporting of a potential/confirmed case of COVID-19. The objective of this policy is to provide the necessary protocol to react to a potential/confirmed case of COVID-19.

## Protocol for COVID-19 Suspected/Confirmed Case

We have implemented measures to create and sustain a COVID-19-free environment, but due to the highly contagious nature of the disease, we have developed comprehensive response protocols should a teammate unknowingly bring the virus to the workplace. These protocols are consistent with [CDC guidelines](#).

If you believe you may have been exposed to COVID-19, follow the steps below. Adherence to these guidelines will help us maintain the health and safety of the workplace and our fellow teammates.

1. A person should immediately notify their site manager if they believe or confirm they have been exposed to COVID-19.

A potential exposure means a household contact or having close contact within six feet of an individual with confirmed or suspected of COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

2. An exposed teammate should follow all of the recommended guidelines from the CDC.

Teammates who have symptoms when they arrive at work or become sick during the day should immediately be separated from other teammates, customers, and visitors and be sent home.

3. Teammates who develop symptoms outside of work should notify their supervisor and stay home.

Information on persons who had contact with the ill teammate during the time the person had symptoms and two days prior to symptoms should be compiled. Others at the facility with close contact within six feet of the teammate during this time would be considered exposed.

4. Advise and encourage all personnel that may have come in contact with suspected exposed teammate to self-isolate while awaiting assessment to determine if they are also infected or exposed.

5. For anyone who is not fully vaccinated and has had close contact with a person with COVID-19, you should stay home for 14 days **after exposure**, based on the time it takes to develop illness. They will return only after having been fever-free and symptom-free for the last three of the 14 days.

6. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.



# YOUR ROLE IN CARING FOR EACH OTHER

We must each do our part to care for one another. By familiarizing yourself with our updated policies, and by adhering to the health and hygiene guidelines below, we can maintain a safe workplace for all members of the Envision family.



## **Social Distancing**

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing in the workplace:

- Stay at least six feet (about two arms’ length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid large gatherings.
- Limit the number of people in an elevator so that you can have six feet of distance.
- When in conference rooms – ensure there is six feet of distance between each person in the room; even when everyone is wearing a mask.
- Break rooms – keep six feet of distance between tables; stand six feet apart when waiting to use microwaves.

Masks are required when moving through the building and/or around others, including when you have to interact with people inside the office, even if six feet away. (See Mask Policy)

## **Respiratory Etiquette**



Covering coughs and sneezes is an important step in preventing the spread of COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people.

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in the trash.
- If you don’t have a tissue, cough or sneeze into your elbow, not your hands.

Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

For information about preventing the spread of COVID-19, see CDC's COVID-19: [Prevent Getting Sick web page](#).



### Hand Hygiene

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. CDC recommends cleaning hands in a specific way to avoid getting sick and spreading germs to others. The guidance for effective handwashing and use of hand sanitizer was developed based on data from a number of studies.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Avoid touching your eyes, nose and mouth to limit the spread of germs.

## VISITORS AND DELIVERIES



### **Visitors**

Visits from non-employees will be limited to those with essential business only, including approved vendors. All visitors are required to wear a mask and comply with social distancing guidelines. Non-business related visitors and non-essential vendors will not be permitted to enter the office at this time.

### **Deliveries**

Deliveries will be limited to essential office items only. Couriers and delivery services should not transport supplies inside the office and should instead drop them off at a dedicated location (e.g., loading dock, lobby, etc.). Offices can allow entry of essential vendors for deliveries if needed, as long as they are following the Company's requirement for proper hand hygiene and use of face coverings to prevent transmission of the virus.

### **Requirements for Entry**

All individuals who enter the building for essential business related matters are required to wear face coverings. Visitors must restrict their visit to the location designated by the business need.

Those with symptoms of a respiratory infection (fever, cough, shortness of breath, or sore throat) or those unable to demonstrate proper use of infection control techniques should not be permitted to enter the office at any time.

All approved visitors are required to sign-in with the receptionist (hands free check in) and receive a visitor pass. Employees based at a contracted facility are expected to abide by the guidelines for that facility.