

## Coronavirus (COVID-19)

### FAQ for BMG

March 18, 2020

#### **How often should the Personal Protective Equipment inventory be completed?**

PPE inventory should be complete daily.

#### **Has a workflow been developed for video visits and can it be shared?**

Yes. A process has been prepared and will be distributed. An accompanying PPT with billing guidelines will equally be provided.

Please work with your director to initiate requests for video visits if they haven't been initiated already. Education will be provided.

#### **Are visitors washing their hands?**

Yes. Inpatient visitors are required to wash their hands or use hand sanitizer every time they enter or exit a patient room, before or after eating and before or after use of restroom.

#### **If patients and families give us difficulty about their visitors or have a child under 16, are we to turn the patient away?**

Yes.

#### **What should practices do to limit risk in patient waiting areas?**

Please work to minimize sick visit according to the most recent guidance and separate sick and well patients.

#### **What if an employee has no childcare and can't work from home?**

PTO will need to be exhausted before going unpaid. Attendance policy will be waived. This is applicable to both exempt and non-exempt. If they don't have PTO or can't work from home, then this will need to be entered as unpaid time.

#### **EE is returning from a level three country or has been mandatory quarantined by EHS due to being symptomatic.**

EE will need to call EHS, and if they are quarantined by EHS, FT/PT EEs will be paid 100% for the (14) day quarantine period. PTO does not need to be utilized.

#### **An employee is considered part of a high risk/vulnerable population per CDC guidelines and would like to work at home, reduce FTE or take a leave. What is the procedure?**

They will need to complete the ADA Questionnaire and submit it to Marianne Olsen, Corrin Ramin or Ebonye Graham for approval/consideration.

#### **An employee is showing symptoms of the coronavirus at work.**

They should be sent home and call EHS ASAP. If they aren't quarantined by EHS, then they should return to work.

#### **If a community group is interested in assisting employees with childcare, who do I refer them to?**

Please obtain their contact information and provide it to Marianne Olsen. Please do not provide Marianne Olsen's direct contact information.