



MidPen Housing COVID-19 Response Protocol - Employees
The policy below is informed by CDC and Public Health Officials Information

MIDPEN COVID-19 RESPONSE TEAM - EMPLOYEES			
Title	Name	Phone	Email
VP, Human Resources	Terry Hill	650.356.2917	Terry.hill@midpen-housing.org
Chief Operating Officer	Janine Lind	650.356.2902	jlind@midpen-housing.org

MidPen COVID-19 Task Force

- Matt Franklin, CEO
- Janine Lind, COO
- Mick Vergura, CFO
- Jan Lindenthal, CREDO
- Terry Hill, VP, Human Resources
- Marvin Williams, SVP, Property Management
- Ann Goggins-Gregory, SVP, Resident Services

Response to employee notification of unconfirmed COVID-19 case

- An employee notifies human resources that they are ill and are going to be tested
- An employee notifies human resources that they have been tested and are awaiting the results
- Human Resources is informed by a third party that an employee has potentially been exposed to COVID-19 and/or has tested positive for COVID-19

When the above scenarios occur, the following protocol will be followed. The Vice President, Human Resources will provide the appropriate direction to the impacted employee and inform the Chief Operating Officer:

1. If the employee has not sought out medical help, we will inform them to seek medical help.
2. The employee will be directed to self-quarantine at home until they have been tested and have received their results.
3. Human Resources will reach out to the employee at regular intervals until they receive confirmation that they have been tested (or not) and confirm the results.
4. If the employee states that their symptoms did not warrant a test or that medical providers would not administer the test, the employee will be provided the following information:
 - Directed to self-quarantine at home for 14-days
 - Provided the Recommended Hygiene Precautions
 - Provided recommendations for preparing for potential disruption caused by COVID-19 (medications/health care/transportation)
 - Provided recommended compliance with any travel restrictions issued by Federal/State/Local agencies/Governments
 - Provided with the known symptoms for COVID-19

5. If the employee states that they tested negative, Human Resources will request a copy of the test results before the employee is authorized to return to work. The employee is to remain off work until they are no longer sick.
 6. If the employee was tested and is positive, Human Resources will request the COVID-19 Test Number to provide to the local Health Department.
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Response to an Employee Confirmed case of COVID-19

If an employee notifies Human Resources and/or another employee that they have tested positive for COVID-19, the following protocol is in effect:

1. The VP, Human Resources will notify the *MidPen COVID-19 Task Force* that an employee has informed them that they have tested positive for COVID-19.
3. Human Resources will contact the local Health Department to determine appropriate response and inform the *MidPen COVID-19 Task Force* what the guidance is.
6. Human Resources will:
 - a. Advise the employee and his or her household members to self-quarantine for 14-days and provide any other guidance that the Health Department recommended.
 - b. Ask the employee what areas of the property and or other MidPen offices they have accessed during the prior 14-days.
 - c. Ask the employee what MidPen employees that have been in contact with during the prior 14-days.
 - d. Notify these individuals about their potential exposure and depending on the level of exposure, recommend self-quarantine for 14-days after last contact
 - e. Ask employee if they have been in direct contact with residents and / or have entered a resident's unit in the prior 14-days.
 - f. With the assistance from property management and depending on the level of exposure, contact the residents that may have potentially been exposed and recommend self-quarantine for 14 days prior to exposure.
 - g. Arrange for all MidPen office and property areas that the employee has accessed to be disinfected per the CDC guidelines.
7. The *COVID-19 Task Force* will determine what and if any additional employee communication is necessary. Instructions (if any) from state/local county health officials