



Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Settings

For colleagues working in non-direct patient care/office settings and in administrative services office buildings or departments

Version: #3 – interim use at System Office buildings in Livonia, MI

Revision Date: 06/14/2021



Introduction

Trinity Health's Core Values are fundamental to our approach in creating requirements and expectations that will minimize transmission of SARS-CoV-2 (the virus that causes COVID-19).

Trinity Health continually reviews guidance and requirements from the Centers for Disease Control and Prevention (CDC), the Occupational Health and Safety Administration (OSHA), and other agencies to ensure we protect the health and well-being of all our colleagues.

These requirements and expectations in response to COVID-19 have been created for your health and safety and the health and safety of those around you. Some may seem challenging, but this cautious approach will keep all of us safer! Colleague safety is a top Trinity Health priority.

As a result, Trinity Health's expectations and requirements may be more restrictive than guidance and requirements from federal, state, and local agencies. Our goal is to provide you with a safe work environment, and you are a key participant in achieving that goal.

Core Value of Safety

We embrace a culture that prevents harm and nurtures a healing, safe environment for all.

Background

This guide addresses current requirements and expectations for working in office settings at a Trinity Health building where health care is NOT delivered, such as in System Office, including the roles played by Trinity Health and our colleagues in how to safely report to work, daily screening at identified check points, cleaning and disinfection of the environment, workspaces and common use areas, hand hygiene, physical distancing, use of masks or face coverings and other best practices to minimize exposure to COVID-19 and minimize chance of exposure in our workplaces.

We know our workplace experience will not be "business as usual" as it was before. We are considering the impacts of the COVID-19 pandemic on our work environment and creating protocols to make it safer for you and your colleagues. Together, we are creating a new workplace future.



Your Role

Colleagues need to follow the work practices and strategies outlined to promote a safe office environment. We all must be flexible and patient as we together adjust to and shape our new work environments. Thank you for your commitment to these important responsibilities for your own safety and your colleagues' safety.

Overview of Trinity Health and Colleague Commitments

Trinity Health continues to evaluate workplaces to determine risk of exposure; this includes evaluating routine and reasonably anticipated tasks and procedures for all colleagues to determine whether there is actual or reasonably anticipated colleague exposure to SARS-CoV-2. The following table details important commitments for Trinity Health and colleagues in office/administrative/non-direct patient care services settings.

Trinity Health Role	Colleague Role
Preparedness, Response and Notification Plan	
Develop and implement SARS-CoV-2 Preparedness and Response Plan for office / administrative / non-healthcare services settings	Become familiar with and abide by the Preparedness, Response, and Notification plan issued by Trinity Health.

Assess level of risk exposure for job functions and implement protocols to minimize exposure to SARS-CoV-2	Follow protocols identified based on job function(s)
Notify local public health department AND any co-workers, contractors, or suppliers that may have come in contact with a person with a confirmed case of COVID-19	Report any symptoms to your supervisor Follow instructions provided as a result of potential exposure
Provide reporting process for potential work-related exposures to COVID-19	Report work-related exposures through the Trinity Health Employee Incident Reporting (THEIR) application Notify your supervisor
Daily Self-Screening	
Provide designated entry point(s) for colleagues to complete screening process	Enter only through designated entry point(s) Check in daily
Questions cover symptoms and suspected or confirmed exposure to people with COVID-19	Answer all questions honestly Notify your supervisor if you are aware of any potential exposure (whether the exposure happened at work or while away from work)
General Disinfection and Hand Hygiene	
Provide disinfection supplies and instructions for when, what, and how to disinfect	Disinfect according to frequency and methods identified in Trinity Health's communications Individual workspaces must be disinfected at least twice daily, e.g. when beginning work at a shared workstation and at the end of the shift
Provide hand hygiene supplies (soap, water, alcohol-based hand rubs, etc.) and hand hygiene procedures	Follow all hand hygiene procedures
Physical Distancing	
Design workspaces and pedestrian traffic flow to minimize exposure to other people Identify traffic flow and physical distancing with signage	Follow all signs, traffic flow directions (stairs, walkways, etc. identified with one-way arrows), and instructions for utilizing workspaces Exception: Colleagues that are fully vaccinated are not required to maintain physical distancing while working in the office
Provide options for virtual meetings and alternatives to enable both on-site and remote participation and consider restricting non-essential business travel	Utilize tools for these activities and follow guidelines identified in Trinity Health's guidance
Require physical distancing of at least 6 feet (or more if otherwise indicated)	Maintain physical distancing of at least 6 feet (or more if otherwise indicated) at all times Exception: Colleagues that are fully vaccinated are not required to maintain physical distancing while working in the office
Suspend all non-essential visitors	If a visitor is necessary, contact your supervisor for additional instructions

Minimize carpooling and other ridesharing	<p>Do not rideshare or carpool for work; if you do, everyone in the vehicle must wear a face covering</p> <p>Exception: Colleagues that are fully vaccinated do not need to take extra precautions when ridesharing or carpooling for work.</p>
Face Coverings	
<p>Provide face coverings to non-vaccinated colleagues as supplies allow</p> <p>Identify face covering requirements with signage</p>	<p>Must wear face coverings in all shared spaces, even if physical distancing is possible</p> <p>Must wear face coverings unless alone in an enclosed space</p> <p>Follow all posted signage for face coverings</p> <p>If medically unable to tolerate a face covering, contact your supervisor for guidance</p> <p>Exception: Colleagues that are fully vaccinated are not required to wear face coverings/masks while working in the office</p>
Provide cleaning procedures for reusable face coverings and guidance for disposable masks that have been provided by Trinity Health	<p>Follow cleaning instructions for face coverings</p> <ul style="list-style-type: none"> • If face covering provided by Trinity Health, follow Trinity Health procedures • If providing your own face covering, follow cleaning instructions provided by source • Disposable masks should be discarded if torn/damaged or at the end of the work shift as the colleague is leaving the office building
Training Topics and Requirements	
<p>Provide education on:</p> <ul style="list-style-type: none"> • types of personal protective equipment (PPE) as needed for job functions • information about face coverings • general workplace infection control practices (hand hygiene, disinfection, etc.) • steps colleagues must take to notify Trinity Health of any symptoms of COVID-19 or exposure to a suspect or confirmed case of COVID-19 (whether the exposure occurred at work or away from work) • reporting unsafe work conditions • COVID-19 surge plan • unconscious bias as a result of wearing face coverings • vaccines 	<p>Review and complete all education and information provided within required timeframes and apply education in your workplace</p>
Provide communications regarding available vaccine and general updates about COVID-19	Read communications and ask questions