

# SELLAND FAMILY RESTAURANTS

## SOP: COVID-19 SYMPTOMATIC/POSITIVE TEST REACTION

Identifying and reacting to a symptomatic colleague or guest can mean a matter of life and death for other staff members and guests, as well as the integrity of Selland Family Restaurants.

Reference: [CDC](#), *Guidance on Preparing Workplaces for COVID-19*

### KEY CONCERNS

- EXPOSURE RISK
- EMPLOYEE CALL-OUT PROCEDURE
- SIGNS OF COVID-19
- WHAT TO DO IF YOU ARE SICK
- WHAT TO DO IF YOUR ROOMMATE OR PARTNER IS SICK
- POSITIVE TEST RESULTS
- RETURNING TO WORK

### EXPOSURE RISK

**Selland Family Restaurants is a *Medium Exposure Risk Workplace***

Reference: [OSHA](#), *Guidance on Preparing Workplaces for COVID-19*

*Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.*

- Signage and our website will inform guests about the inherent risks of exposure.

### Crowd Management Recommendations

- Keep a 6-foot distance away from guests and employees whenever possible.
- Do not permit symptomatic guests/staff to enter or remain in the building.
- Do not allow any unaccompanied guests in our workspace.

### Protective Equipment

- Gloves must be worn for all purposes and must be regularly changed. Hands must be washed during every glove change process.
- Face masks are provided and must be worn by all staff at all times.
  - Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a face covering under this Order and is not to be used to comply with this Order. Valves of that type permit droplet release from the mask, putting others nearby at risk. [Sacramento County Public Health Order 05.22.20](#)

### EMPLOYEE CALL-OUT PROCEDURE

Employees will **first** contact their MOD regarding their inability to report to work due to illness - **then** call the HR Team to complete the Employee Symptom Questionnaire.



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## SIGNS OF COVID-19

Reference: [CDC](#), *Symptoms of Coronavirus (COVID-19)*

### Typical Symptoms

The following symptoms can appear 2–14 days after infection:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Emergency Warning Signs

*If someone is showing any of these signs, seek emergency medical care immediately*

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## WHAT TO DO IF YOU ARE SICK

Reference: [CDC](#), *What To Do if You Are Sick*

### **EMERGENCY - Immediately Isolate from People Around You**

- Remove yourself from the proximity of colleagues and guests.
- Make a note of the spaces, things, and people that/whom you have interacted with.

### **Notify Your Supervisor and Immediately Go Home**

- Immediately go home. Avoid public transportation and rideshares, if you can.
- Tell your supervisor as soon as possible that you are sick. Inform your supervisor whom you were in contact with and which surfaces and items you handled, so that they can be sanitized and/or disposed of.

### **Stay at Home Except to Get Medical Care**

- Many people with COVID-19 have mild illness and are able to recover at home without hospital care.
- Do not leave your home, except to get medical care.
- Do not visit public areas.



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## Stay in Touch with your Doctor

- Call ahead: Many medical visits for care are being postponed, done by phone, or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

## Isolate in Your Home

- As much as possible, you stay away from others.
- You should stay in a specific "sick room" if possible, and away from other people in your home.
- Use a separate bathroom, if one is available.

## Do Not Come To Work

### Wear a Facemask Around Others

If you are sick you should wear a facemask, if available, when you are around other people (including before you enter and while inside a healthcare provider's office).

- Note: During a public health emergency, facemasks may be reserved for healthcare workers. You may need to improvise a facemask using a scarf or bandana.

## WHAT TO DO IF YOUR ROOMMATE OR PARTNER IS SICK

Reference: [CDC](#), *What To Do if You Are Sick*

### Separation

- Stay in another room or be separated from the ill individual as much as possible. Household members should use a separate bedroom and bathroom, if available.

### Airflow

- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.

### Hygiene

- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer that contains 70% to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid sharing household items with the ill individual. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the ill individual uses these items, you should wash them thoroughly.
- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, **every day**. Also, clean any surfaces that may have blood, stool, or body fluids on them.

### Protective Equipment

- The ill individual should wear a facemask when around other people. If the ill individual is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the ill individual.



# SELLAND FAMILY RESTAURANTS

## INFORMING COLLEAGUES

Selland Family Restaurants will inform all staff members in writing when an employee has either:

- tested positive for COVID-19; or,
- left work or was sent home because they exhibit symptoms related to COVID-19. Selland Family Restaurants will respect the privacy of employees, under these circumstances, to other staff members.

## POSITIVE TEST RESULTS

Claims of a positive test result will be taken and received at the Employee's word:

**Employees:** know that your employment and benefits are secure during this trying time.

**Managers:** will not request written documentation of a test result at any time. Managers will report the illness to the corporate team ASAP.

## RETURNING TO WORK

Reference [CDC](#), *Discontinuation of Home Isolation for Persons with COVID-19*

Per the CDC, persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

**If you will not have a test** to determine if you are still contagious, you may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **AND**,
- other respiratory symptoms have improved (e.g., cough, shortness of breath, etc.); **AND**,
- at least 7 days have passed ***since your symptoms first appeared***

**If you will be tested** to determine if you are still contagious, you may discontinue isolation under the following conditions:

- Resolution of fever for at least 3 days (72 hours) without the use of fever-reducing medications; **AND**,
- other respiratory symptoms have improved (e.g., cough, shortness of breath, etc.); **AND**,
- you have received negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from **at least two consecutive** nasopharyngeal swab specimens collected no less than 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. **The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments.** Local decisions depend on local circumstances, orders, and regulations.

