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**Purpose:**

Employees, consultants, volunteers, physicians and locums are required to operate on the frontlines of any health emergency situation to provide care for their community. During an infectious disease outbreak front line healthcare workers are at elevated levels of risk of being infected by patients or, if they themselves have been infected, inadvertently exposing their patients to the virus. Non-frontline employees at BHB can also be exposed or expose others in the facilities they work. This policy is designed to protect all BHB employees and patients.

**Application:**

- All employees, consultants, volunteers and physicians that work at Bermuda Hospitals Board (BHB). For the purposes of this policy, references to ‘employees’ includes consultants, volunteers, physicians and anyone who works onsite at BHB.
- The standards presented in this policy have been adapted from Public Health England.

**Procedures:**

It is important that employees do not attend any healthcare setting if there is a risk they could spread COVID-19 (or any other infectious disease). The three main ways through which employees are at risk themselves are: relevant travel, and healthcare or household/community exposures.

Recommendations regarding return to work for employees in these categories of potential exposure to COVID-19 are set out below.

Employees who have travelled to or transited through a [specified country or area](#) and have returned to the Bermuda in the past 14 days, should call their line manager and Employee Health services **before** returning to work.

If they have returned to work, they should contact their line manager and Employee Health Services immediately.

Employees who are travelling are required to:

- 1) Review the index travel advisory websites prior to during and after visit to determine level of risk associated with country visited
- 2) Upon return to island declare full travel history to Border Authority.
- 3) Before returning to work inform their line manager and Employee Health Services of travel history and disclose to Employee Health Services any infectious disease related symptoms.

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**Index Travel Sites -**

BHB’s primary index travel site is Gov.UK – Public Health England Guidance on Covid-19. The site lists countries as Category 1 or Category 2 based on Covid-19 prevalence rates. Employees can visit the website [[Here](#)].

The United States’ CDC Health web site for travellers [[Here](#)] is our secondary site that includes any travel restrictions that apply to the United Kingdom.

When BHB is on Alert Level 2 or above [see Infectious Disease Control Policy for alert levels] it is the responsibility for employees to check both websites to determine the safety level of their travel jurisdiction.

The table below sets out the main ways employees may be exposed, and recommended actions for each type of exposure when asymptomatic. Symptomatic (unwell) employees should stay home.



# Bermuda Hospitals Board

## POLICY & PROCEDURE

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Infectious Disease Exposure (COVID-19) Policy

**DATE:**  
March 9<sup>th</sup>, 2020

**ISSUING AUTHORITY:**  
Human Resources

**NEW POLICY**

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**CONTROLS:**  
Disaster Management

Type of exposure		Asymptomatic HCW with exposure within the past 14 days	14 day work exclusion	Other actions
Travel	1	Travel to <a href="#">specified Category 1 countries/areas</a>	Yes	Call line manager and Employee Health Services, and self-isolate at home for 14 days after return to Bermuda.
	2	Travel to <a href="#">specified Category 2 countries/areas</a>	No	Inform line manager and Employee Health Services. No restrictions unless advised by Employee Health Services, or local health protection team. If they develop symptoms they should call the Government Covid-19 hotline, their GP (doctor), or Emergency Department on 239-2009.
	3	Contact with a confirmed case in any country	Yes	Self-isolation at home for 14 days after return to the Bermuda
Healthcare (in Bermuda and overseas)	4	Exposure to healthcare settings (e.g. working in healthcare, admission or visit to hospital) in <a href="#">specified Category 2 countries/areas</a>	Yes (from last healthcare exposure)	No other restrictions unless advised by occupational health, employers or local health protection team
	5	Contact with a symptomatic possible case whilst wearing recommended PPE with no breaches	No	No restrictions

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Type of exposure		Asymptomatic HCW with exposure within the past 14 days	14 day work exclusion	Other actions
	6	Contact with a confirmed case whilst wearing recommended PPE with no breaches	No	No restrictions, but passive follow up for 14 days after last exposure
	7	Contact with a symptomatic possible case without wearing recommended PPE	No	Exclusion and self-isolation may be recommended in certain circumstances based on a risk assessment by occupational health, employers, or the local health protection team
	8	Contact with a confirmed case without wearing recommended PPE	Yes	Self-isolation at home for 14 days after last contact (EHS will advise on follow-up)
Household or other setting outside of work	9	Contact with a possible case	No	Exclusion and self-isolation may be recommended in certain circumstances based on a risk assessment by occupational health, employers, or the local health protection team
	10	Contact with a confirmed case	Yes	Self-isolation at home for 14 days after last contact (HPT will advise on follow-up)

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All contacts with a confirmed case in the Bermuda will be risk assessed by the health protection team who will advise on exclusions and follow up with employees in line with separate contact tracing guidance. Examples given above are listed as a general rule before such detailed contact tracing can be performed.

Any employees with relevant exposure history and compatible symptoms requires [clinical assessment](#), and must notify the Government Covid-19, their primary care physician, or the KEMH Emergency Department Covid-19 Telephone Triage (239-2009) before notifying your line manager and Employee Health Services.

The 14-day work exclusion relates to work within healthcare premises. For many staff there could be opportunities to work from home.

## 2. Self isolation at home

Refer to the [advice sheet for home isolation](#) and advice sheet for [people who live in the same accommodation as the patient](#).

## 3. Occupational health advice

Employees whose possible exposure does not require exclusion from work should be advised:

- that they can continue to practice or work as normal while asymptomatic\*
- that they need to monitor their own health and make phone contact with the healthcare service using standard routes such the Government Covid-19 hotline, their doctor or, if symptoms are severe, the KEMH Emergency Department Covid-19 Telephone Triage at 239-2009 if they become unwell
- they need to inform Employee Health Services and their line manager if they become symptomatic and need be excluded from work

Employee Health Services or managers may need to reassure work colleagues if they have been in contact with an infected employee in work setting.

\*Exclusion and self-isolation may be recommended in certain circumstances based on a risk assessment by occupational health or the local health protection team.

## 4. Return to work for employees who have been excluded from work

Employees can return to work after 14 days if they have never had symptoms, or have had symptoms, tested negative, and their symptoms have resolved. If they are still symptomatic at the end of 14 days, they should be assessed on a case by case basis.

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Employees who initially were not excluded from work, but who subsequently developed symptoms and tested negative, can return to work once these symptoms have resolved. If they develop new symptoms and are within 14 days of their exposure, they need to be reassessed.

**5. Household members of Employees caring for suspected or confirmed COVID-19 cases**

Household members of employees who are caring for patients with suspected or confirmed COVID-19 do not need to self-isolate and have no restrictions on any of their activities.

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**References:**

- Quarantine Policy
- Infectious Disease Policy
- Temporary Suspension of Non-Essential Business Travel and Vacation Management

**Approval:**



Vice President Human Resources

Date: 10 March 2020



Chief Operations Officer

Date: March 10, 2020

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## Advice for Home Isolation

Updated 28 February 2020 [Source: Public Health England]

Your local General Practitioner (GP) and Employee Health Services (EHS) have agreed that you may stay at home for a specified time of quarantine, or while you wait for the results of tests for COVID-19 (SARS-CoV-2) infection. This is because you do not need to be admitted to hospital and because you have agreed to follow the important instructions described below.

### 1. Stay at home

You or the person you are caring for should remain in your home, except for getting medical care (see sections 3 and 8 before getting medical care). Do not go to work, school, or public areas, and do not use public transport or taxis until you have been told that is safe to do so.

You will need to ask for help if you require groceries, other shopping or medications. Alternatively, you can order by phone or online. The delivery instruction needs to state that the items are to be left outside, or in the porch, or as appropriate for your home.

### 2. Separate yourself from other people in your home\*

You should stay in a well-ventilated room with a window to the outside that can be opened, separate from other people in your home. Keep the door closed.

Use a separate bathroom from the rest of the household, if available. If you have to share these facilities, regular cleaning will be required. If a separate bathroom is not available, consideration should be given to drawing up a bathroom rota for washing or bathing, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves (\* if able or appropriate). Ensure the isolated person uses separate towels from other household members, both for drying themselves after bathing or showering and for hand hygiene purposes.

If you live in shared accommodation with a communal kitchen, bathroom(s) and living area, you should stay in your room with the door closed, only coming out when necessary, wearing a facemask if one has been issued to you.

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If you share a kitchen with others and if possible, avoid using it whilst others are present. If this is not possible then wear a facemask if you have been issued with one. Take your meals back to your room to eat. Use a dishwasher (if available) to clean and dry your used crockery and cutlery. If this is not possible, wash them by hand using detergent and warm water and dry them thoroughly, using a separate tea towel.

If these recommendations cannot be implemented, then home isolation should be avoided.

### **3. Call ahead before visiting your doctor**

All medical appointments should be discussed in advance with your designated medical contact, using the number that has been provided to you. This is so the surgery or hospital can take steps to minimise contact with others.

### **4. Wear a facemask if advised to**

If you have been provided with facemasks, then you should wear the mask when you are in the same room with other people and when you visit a healthcare provider. If you cannot wear a facemask, the people who live with you should wear one while they are in the same room with you.

### **5. Cover your coughs and sneezes**

Cover your mouth and nose with a disposable tissue when you cough or sneeze. Carers of others undergoing testing for COVID-19 infection should use disposable tissues to wipe away any mucus or phlegm after they have sneezed or coughed.

Dispose of tissues into a plastic waste bag (see note 10. below for managing rubbish), and immediately wash your hands with soap and water for at least 20 seconds rinse and dry thoroughly. Carers should wash their hands as well as helping the person they are caring for following coughing or sneezing

### **6. Wash your hands**

Wash your hands or assist the person you are caring for in washing their hands. This should be done often and thoroughly with soap and water, for at least 20 seconds, rinse and dry thoroughly. The same applies to those caring for anyone that is being tested for SARS-CoV-2. Avoid touching your eyes, nose, and mouth with unwashed hands.

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### 7. Avoid sharing household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home when you have used them (or after your child or the person you are caring for has used them). After using these items, wash them thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery.

Laundry, bedding and towels should be placed in a plastic bag and washed once it is known that the tests for SARS-CoV-2 (COVID-19) are negative. If this is not possible and you need to wash the laundry see below for further advice on handling laundry.

### 8. Do not have visitors in your home

Only those who live in your home should be allowed to stay. Do not invite or allow visitors to enter. If you think there is an essential need for someone to visit, then discuss it with your designated medical contact first. If it is urgent to speak to someone who is not a member of your household, do this over the phone.

### 9. If you have pets in the household

Try to keep away from your pets. If this is unavoidable, wash your hands before and after contact.

### 10. Laundry

If you need to wash the laundry at home before the results are available, then wash all laundry at the highest temperature compatible for the fabric using laundry detergent. This should be above 60 degrees C. If possible, tumble dry and iron using the highest setting compatible with the fabric.

Wear disposable gloves and a plastic apron when handling soiled materials if possible and clean all surfaces and the area around the washing machine.

Do not take laundry to a laundrette.

Wash your hands thoroughly with soap and water after handling dirty laundry (remove gloves first if used).

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### 11. Waste

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied.

Do not dispose of it or put it out for collection until you know that patient does not have novel coronavirus.

Should the individual test positive, you will be instructed what to do with the waste.

### 12. Monitor your symptoms (or the person you are caring for, as appropriate)

Seek prompt medical attention if your illness is worsening, for example, if you have difficulty breathing, or if the person you are caring for symptoms are worsening. If it's not an emergency, you should call your designated medical contact point using the number that has been provided to you.

If it is an emergency and you need to call an ambulance, inform the call handler or operator that you are being tested for SARS-CoV-2 (or that you are caring for someone being tested for SARS-CoV-2, as appropriate).

### 13. What to do if you have a negative result

If you are tested and receive a negative result for COVID-19 and you have travelled to a specified [Category 1 country or area](#), please continue to self-isolate until you have been back in the Bermuda for 14 days, even if your symptoms have gone.

If you receive a negative result and have travelled to a specified [Category 2 country or area](#), please continue to self-isolate until either your symptoms have gone or you have been back in the Bermuda for 14 days, whichever is sooner.

If you receive a negative result and have had contact with a person known to have had COVID-19 you should remain in isolation until the end of the 14-day period.

If you develop new symptoms or your existing symptoms worsen within your 14-day isolation period then please call **BHB Covid-19 Triage Hotline 239-2009** and follow their advice.

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## Advice for people who live in the same accommodation as the patient

Updated 28 February 2020 [Source: Public Health England]

### 1. Wash your hands frequently

Wash your hands often and thoroughly with soap and water for at least 20 seconds, especially if you come in contact with the patient or with items handled by the patient.

### 2. Limit contact with the patient as much as possible

Where possible, avoid touching them and their immediate environment.

### 3. Ensure that shared spaces (kitchen, bathroom) are well ventilated

Keep windows opened as regularly as possible.

### 4. Wear a facemask if advised to\*

If you have been provided with facemasks and advised to use them, then you should wear the mask when you are in the same room as the patient. Masks should not be touched or handled during use. If the mask gets wet or dirty with secretions such as saliva, it must be changed immediately. Discard the mask into the household waste or rubbish bin after use and perform hand hygiene after removal of the mask.

### 5. Do not invite visitors into the home

Only those who live in your home should be allowed to stay. Do not invite or allow visitors (such as friends and extended family) to enter. If it is urgent to speak to someone who is not a member of your house, do this over the phone.

### 6. Ensure that individuals at increased risk of severe disease avoid contact with the patient

Anyone who is at increased risk of severe disease should not care for the patient or come into close contact with them. This includes household members who have a chronic illness or who may have a weakened immune system due to treatment or medication, the very young (infants <1 year), those over 65 years and pregnant women. If contact cannot be avoided by those with an increased risk of severe disease, alternative accommodation should be considered.

### 7. Avoid sharing household items

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You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with a person who is undergoing testing for novel coronavirus infection until they have been cleaned thoroughly.

### 8. Toileting and bathing\*

If possible, the person undergoing testing for novel coronavirus should have their own dedicated toilet and bathroom.

If a separate bathroom is not available, consideration should be given to drawing up a bathroom rota for washing or bathing, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves (if able or appropriate\*). Ensure the isolated person uses separate towels from other household members, both for drying themselves after bathing or showering and for hand hygiene purposes.

### 9. Household cleaning

Clean all surfaces, paying particular attention to frequently touched surfaces such as counters, table-tops, doorknobs, bathroom fixtures, toilets and toilet handles, bedside tables, phones, keyboards and tablets, every day with household cleaning products. Follow the instructions on the label and check they can be used on the surface being cleaned. Use kitchen towel to remove any blood, visible body fluids or secretions such as saliva before cleaning surfaces.

If you do not have a suitable household cleaning product, you can use a bleach solution to clean surfaces. To make a bleach solution at home, add one tablespoon of household bleach to one litre of water to be used for cleaning.

If you have them, wear disposable gloves and ideally a plastic apron when cleaning surfaces, clothing or bedding. Wash your hands after removing gloves and aprons.

### 10. Laundry

If you need to wash the laundry at home before the results are available, then wash all laundry at the highest temperature compatible for the fabric using laundry detergent. This should be above 60 degrees C. If possible, tumble dry and iron using the highest setting compatible with the fabric.

Wear disposable gloves and a plastic apron when handling soiled materials if possible and clean all surfaces and the area around the washing machine.

Do not take laundry to a laundrette.

Wash your hands thoroughly with soap and water after handling dirty laundry (remove gloves first if used).

 <p><b>POLICY &amp; PROCEDURE</b></p> <p><b>Bermuda Hospitals Board</b></p>	<p><b>SECTION</b></p> <p>Human Resources</p>	<p><b>PAGES</b></p> <p>15</p>	<p><b>NUMBER</b></p> <p>15</p>
<p><b>SUBJECT:</b></p> <p>Infectious Disease Exposure (COVID-19) Policy</p>	<p><b>DATE:</b></p> <p>March 9<sup>th</sup>, 2020</p>	<p><b>ISSUING AUTHORITY:</b></p> <p>Human Resources</p>	
<p><b>NEW POLICY</b></p>	<p><b>REVIEW DATE:</b></p> <p>March 9<sup>th</sup>, 2020</p>	<p><b>EXECUTIVE TEAM LEAD</b></p> <p>Chief Operating Officer</p>	
<p><b>CROSS REFERENCE:</b></p>	<p><b>VERSION: 1.0</b></p>	<p><b>CONTROLS:</b></p> <p>Disaster Management</p>	

### 11. Waste

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. Do not dispose of it or put it out for collection until you know that the patient does not have novel coronavirus.

Should the individual test positive, you will be instructed what to do with the waste.