 <p style="text-align: center;">POLICY & PROCEDURE</p> <p>Bermuda Hospitals Board</p>	<p>SECTION Human Resources</p>	<p>PAGES 17</p>	<p>NUMBER 1</p>
<p>SUBJECT: Temporary Suspension of Non-Essential Business Travel and Travel Management – COVID-19 specific – ALERT LEVELS</p>	<p>DATE: March 19, 2020</p>	<p>ISSUING AUTHORITY: Human Resources</p>	
<p>REPLACES: March 9th, 2020</p>	<p>REVIEW DATE: As required</p>	<p>EXECUTIVE TEAM LEAD Chief Operating Officer</p>	
<p>CROSS REFERENCE:</p>	<p>VERSION: 2.0</p>	<p>CONTROLS: Disaster Management</p>	

THIS POLICY WILL BE UPDATED AS CIRCUMSTANCES RELATED TO COVID-19 CHANGE

ALERT LEVEL 2, ALERT LEVEL 3 & ALERT LEVEL 4

Purpose:

This policy supports Bermuda Hospitals Board’s commitment to the safety of employees and others in light of the COVID-19 (coronavirus). This policy works in concert with The Infectious Disease Control Policy, Alert Levels 2, 3 & 4. During an outbreak of an infectious disease, Bermuda Hospitals Board (“BHB”) will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Application:

Section A: Applies to essential business travel and travel taken by full-time and part-time employees, who work at the Bermuda Hospitals Board, during their vacation or time off from work

Section B: Applies to travel taken by casual workers, locums, consultants, volunteers and community physicians, who work at or with the Bermuda Hospitals Board, during their vacation or time off

Resources:

- The Employee Health Services (EHS) Employee Travel Quarantine Process Workflow Chart – For employees
- The Employee Health Services (EHS) Travel Quarantine Process Workflow Chart – For casual workers, locums, consultants, volunteers and community physicians
- Self-Quarantine Guidance (Ministry of Health – version as of March 17th)

SECTION A: Full-time and part-time employees

Definitions:

Non-essential travel

This is where travel is not required for an employee's job or where business travel is not an essential part of their job. For example, travelling for a conference or for business meetings.

Essential business-related travel

This is travel that is authorised by Bermuda Hospitals Board, and where employees are travelling as an essential part of their job or mission critical for the BHB.

Leisure travel

International travel undertaken by the employee for pleasure as part of their vacation leave or during their time off from work.

Self-Quarantine

When a person with no symptoms must stay in their home or accommodation, and must stay one meter or three feet away from others (social distancing). This is mandated by the Bermuda Government or by an employer to prevent the spread of a communicable disease, illness or virus.

Isolation

A person is isolated when they have symptoms, and must stay at home (or in hospital if critically ill) and can have limited contact with others.

Working Remotely

If a significant portion of an employee's job tasks can be effectively and efficiently completed at home rather than physically at BHB, and the required equipment and IT access can be arranged, a manager can grant an employee permission to work remotely.

Payroll Codes for Payroll

- 1) Work remotely - Pandemic
- 2) Sick leave for 14 day quarantine - Pandemic Quarantine:
- 3) Family Sick – Pandemic
- 4) Vacation Leave – Pandemic
- 5) Time in Lieu (TIL) – Pandemic
- 6) Unpaid Leave – Pandemic
- 7) Pandemic Leave: When other leaves are exhausted, this leave can be used prior to unpaid leave being used, but is subject to being paid back in time worked
- 8) Paid Leave – Pandemic: Where employees are away on BHB approved business travel and are placed on a 14 day quarantine upon return

Policy Statements:

Non-Essential Business Travel

When BHB is placed on Alert Level 2 or above, all non-essential business travel will be avoided or cancelled until further notice by BHB. If non-essential business travel has already been booked, please work with your manager, HR or BHB Medical Concierge to cancel your travel arrangements appropriately to preserve the airfare and hotel refund credit if applicable.

Set up phone or online conferencing with meeting or event organizers units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential Business Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your senior manager and the CEO (as stipulated by the Infectious Disease Control Policy) must approve all travel (including trips that were previously approved) until further notice.

All employees returning from essential business travel are required to complete a 14-day self-quarantine or at the request of BHB or Ministry of Health. Given that the purpose of travel was essential on behalf of BHB, employees will either utilize telecommuting (working remotely) or receive paid pandemic leave during the self-quarantine period.

Leisure Travel

On Alert Level 2, or above, all employees traveling for leisure purposes during vacation or during their time off from work, are required to complete a 14-day self-quarantine immediately upon landing back in Bermuda at the request of BHB or the Ministry of Health. Employees will be responsible for contacting Employee Health Services at BHB as soon as possible (between 8:00 a.m. – 7:00 a.m. – 7 days a week) and disclosing accurate details of their travel history. Failure to contact Employee Health Services and/or disclose travel details accurately may constitute a breach of this policy and may result in disciplinary action. See procedures below for more details.

Quarantine/Self-Quarantine and Isolation

Quarantine/self-quarantine is used to prevent the possible spread of the communicable disease. Quarantine and self-quarantine mean that a person with no symptoms must stay in their home or accommodation, and must stay one meter or three feet away from others.

Quarantine is different from isolation with isolation being a step up from quarantine. Individuals are isolated when they have symptoms, including fever and cough. Isolated people must stay at home (or in hospital if critically ill) and can have limited contact with others. When an employee has travelled overseas during vacation or during their time off from work, they must self-quarantine for 14 days.

Employees who are placed on self-quarantine or isolation (QSQ-I) by an approved officer of the Ministry of Health as prescribed by the Quarantine Act or by a medical officer of the Bermuda Hospitals Board (including Employee Health Services) will be required to comply with the instructions provided by the health official and any such instruction should be viewed as a directive.

Bermuda Hospitals Board will be following the self- quarantine guidelines as set out by the Ministry of Health. The latest version of guidelines can be found on the <https://www.gov.bm/coronavirus> website. That document provides details about the disease COVID-19, what it is, what the symptoms are, how it is spread and what you must do to prevent the spread of the disease. The version updated as of March 17th is provided below (please check for further updates).

Compensation During Self- Quarantine and Isolation (QSQ-I) – as it relates to returning from overseas travel

The appropriate codes as defined by the payroll team will be used in BHB’s payroll system (see the definitions section above for API codes).

Circumstances	Leave Options
Essential business travel (14-day quarantine)	Paid Leave
Approved vacation involving travel (14-day quarantine)	<ol style="list-style-type: none"> 1) Working remotely (if applicable) – manager approved*, or 2) Sick leave – Pandemic quarantine (option to reclaim sick leave bank by paying it back in time worked)** , or 3) Other forms of leave (i.e. vacation or time in lieu - TIL)*** 4) Pandemic Leave (When other leaves are exhausted, this leave can be used, but is subject to being paid back in time worked)****
Travelled overseas and unable to return due to restrictions (with the ability to work remotely)	<ol style="list-style-type: none"> 1) Working remotely – manager approved*, or 2) Vacation or time in lieu – TIL 3) Pandemic Leave (When vacation or time in lieu are exhausted, this leave can be used, but is subject to being paid back in time worked)**** 4) Unpaid Leave 5) Family Sick Leave (if applicable)
Travelled overseas and unable to return due to restrictions (unable to work remotely)	<ol style="list-style-type: none"> 1) Vacation or time in lieu – TIL, or 6) Pandemic Leave (When vacation or time in lieu are exhausted, this leave can be used, but is subject to being paid back in time worked)**** 2) Unpaid Leave 3) Family Sick Leave (if applicable)
Travel taken during time off from work (14-day quarantine) *****	<ol style="list-style-type: none"> 1) Working remotely (if applicable) – manager approved*, or 2) Sick leave – Pandemic quarantine (option to reclaim sick leave bank by paying back in time worked)** , or 3) Other forms of leave (i.e. vacation or time in lieu - TIL)*** 4) Pandemic Leave (When other leaves are exhausted, this leave can be used, but is subject to being paid back in time worked)****
New hire travel (14-day quarantine)	Paid leave

* In the case of self-quarantine, the employee’s line manager will in the first instance consider if the employee can conduct a significant amount of his/her duties (or amended duties) by **working remotely or telecommuting**. Working remotely is not an employee right and is instead a management approval decision. If approved and needed, the line manager will arrange for the employee to have remote access to BHB’s IT

system to facilitate remote work. The line manager and employee will be responsible for:

- Establishing and documenting telecommuting assignments
- Establishing a schedule of regular touch-points to ensure employee productivity
- Ensuring that the expectation of confidentiality of information is mutually understood and agreed to (i.e. conducting sensitive business calls in a private location within the home and ensuring that computer screen access is locked when not being used)

In the case of isolation, where the employee is showing symptoms, line managers should not expect employees to work remotely.

****If the line manager determines that the employee does not meet the criteria for working remotely, then the employee will be compensated and coded as 'sick leave' for the duration of the QSQ-I. Once cleared to return to work, the employee will have the opportunity to have their sick leave reinstated provided they work the equivalent number of hours taken during the sick leave period. This time worked **WILL NOT** be coded as overtime. The line manager should contact payroll to find out what API code should be used to record the paid back time. The purpose is to permit the employee with an option to re-establish their sick leave bank to the original level pre QSQ-I. Any employee who wishes to utilize this option should inform their line manager in advance of the shifts/time they intend to work back.**

*****If an employee exhausts their sick leave during the SQ-I then the employee may elect to use other forms of leave.**

******When other leaves are exhausted, a line manager can give approval for the employee to receive pandemic leave. Once cleared to return to work, this type of leave is subject to being paid back in the equivalent amount of time. This time worked **WILL NOT** be coded as overtime. The line manager should contact payroll to find out what API code should be used to record the paid back time.**

*******Employees who are traveling on their time off, are expected to proactively inform their managers and Employee Health Services that they have travelled, and are expected to do a 14-day quarantine.**

Quarantine/Self-Quarantine & Isolation Post Hospital Exposure

If an employee contracts Covid-19 at work (hospital), he/she could potentially be covered by workers' compensation. The employee is required to inform EHS and follow the Worker's Compensation Policy to advance any claims related to hospital exposure. The Worker's Compensation application process includes an investigation to confirm that the virus was contracted in the workplace.

Procedures for Employee Travel and Self-Quarantine/Isolation During Disaster Alert 2 (see workflow chart below)

Part 1: In the case of approved vacation involving travel - Manager's Role:

- 1) Managers are required to review approved employee vacation requests
- 2) Managers will encourage employees to cancel/postpone overseas travel during vacations
- 3) On Alert Level 2, employees will have three options:
 - An employee can cancel/postpone overseas travel during vacations or days off
 - An employee can decide to have a vacation locally (staycation)
 - An employee can decide to travel overseas for vacation or during days off
- 4) In the case of local vacations, managers will inform employees that, due to current circumstances, they may be called in to work if urgently required
- 5) When employees decide to travel overseas for vacation, managers will inform them that they:

- a) Will be required to do a 14-day self-quarantine immediately upon their return to Bermuda
- b) Should receive quarantine information from a health care worker or agent at The L.F. Wade Airport upon returning to Bermuda. However, employees of BHB will be monitored by Employee Health Services at BHB **rather than** by the Department of Health.
- c) Must contact Employee Health Services (EHS) upon their return to Bermuda, as soon as possible, via telephone or What's App only, to complete an initial health assessment – EMPLOYEES SHOULD BE ADVISED TO NOT PHYSICALLY COME TO EHS

EHS Contact Information

8:00 a.m. – 7:00 p.m. (7 days a week)

Tel: 441-239-1316

What's App: 441-533-6270

- d) Will be remotely monitored by EHS staff throughout the quarantine
- e) Have the option to:
 - Working remotely (if applicable & must meet criteria)
 - Use sick leave (can be earned back)
 - Use other forms of leave
 - Potentially receive pandemic leave if all other leave is exhausted (see compensation chart)
- 6) Before employees leave for vacation, managers will send an email to - EHS@bhb.bm with the following details:
 - Name of employee traveling
 - Dates of travel
 - Location(s) visited during travel
- 7) Once EHS completes an employee's initial health assessment, they will send the manager an email providing the intended 'return to work date'. If that date changes for any reason, EHS will notify the manager.

Part 2: Employee Health Service (EHS) Quarantine Process:

IMPORTANT- This process applies to:

- **Employees on approved vacation leave involving travel**
- **Employees traveling overseas during their time off from work**
- **Employees traveling overseas on essential BHB business**
- **New hires arriving from overseas**

All employees are required to disclose travel information when requested by the line manager and/or Employee Health Services.

- 1) Upon returning/arriving to Bermuda from an overseas trip, all employees are required to immediately start a 14-day self-quarantine
- 2) Employees must contact EHS upon their return, as soon as possible, via telephone or What's App only, to complete an initial health assessment - DO NOT PHYSICALLY COME TO EHS. (See contact information above)
- 3) The Medical Office Administrator (MOA) will ask baseline questions
- 4) The MOA will forward the call to the EHS RN for completion of the Risk Assessment (using CDC/PHE Guidelines for Risk Assessment)
- 5) Once EHS completes an employee's initial health assessment, they will send the manager an email providing the employee's intended 'return to work date'. If that date changes for any reason, EHS

- will notify the appropriate manager.
- 6) The EHS RN (or designee) will assess for symptoms on a daily basis via telephone
 - 7) The four potential assessments are:
 - **Low Risk/No Risk**
Employee has no symptoms;
Employee should contact EHS immediately if fever, dry cough and/or shortness of breath develops
 - **Suspect Case**
Test – EHS will arrange with Government Test Team;
Instruct – Employee member should contact the KEMH emergency room if symptoms worsen (Triage line: 239-2009);
Report – EHS will submit form to the Department of Health
 - **Contact Case**
Assess – EHS will assess the extent of contact (using CDC guideline);
Monitor – EHS will remotely monitor the employee for symptom development;
Test – If symptoms develop, EHS will arrange test with Government Test Team
 - **Probable Case**
Instruct - Employees should contact the emergency room if symptoms cannot be managed at home (**Telephone Triage Line 239-2009**);
Report – EHS will submit form to Department of Health
 - 8) At any point, employees who become ill with virus-like symptoms have the option of contacting Employee Health Services, their doctor or the KEMH Emergency Department **Coronavirus-19 Telephone Triage Line 239-2009**.
 - 9) Any questions about the Employee Health Services process should be directed to the EHS Team

EHS Contact Information

8:00 a.m. – 7:00 p.m. (7 days a week)

Tel: 441-239-1316 / What's App: 441-533-6270

- 10) Any questions about compensation and leave should be directed to the Employee Relations Managers:
 - Tamika Wade Trott: ext: 1749 or 239-1749 (Tamika.Wade-Trott@bhb.bm)
 - Derek Caines: ext. 1998 or 239-1998 (Derek.Caines@bhb.bm)
 - Kristina Dickinson: 1571 or 239-1571 (Kristina.Dickinson@bhb.bm)

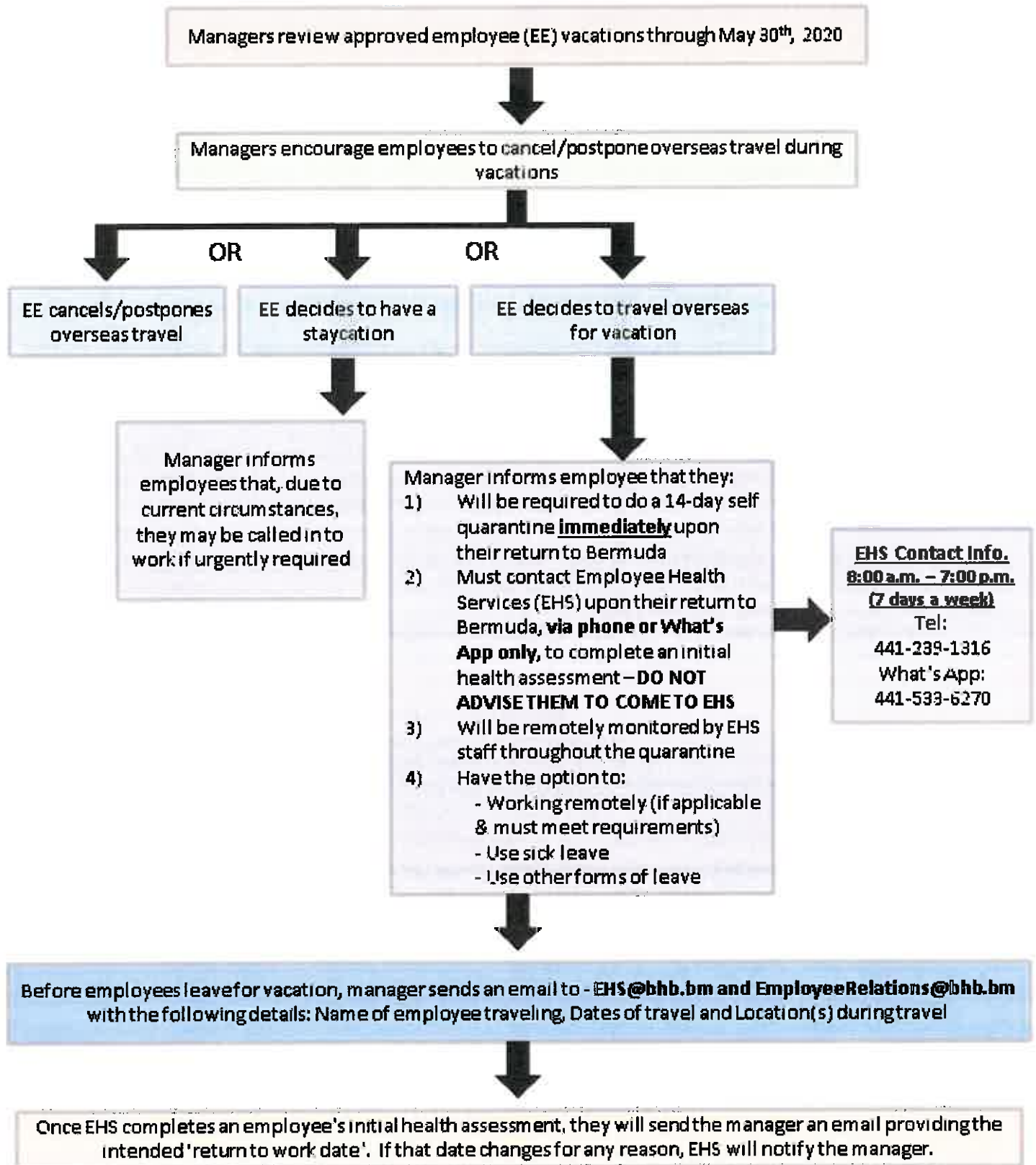
Illustration:

Managers should share the following workflow chart with their employees.

Part 1: Employee Health Services (EHS) Employee Travel Quarantine Process

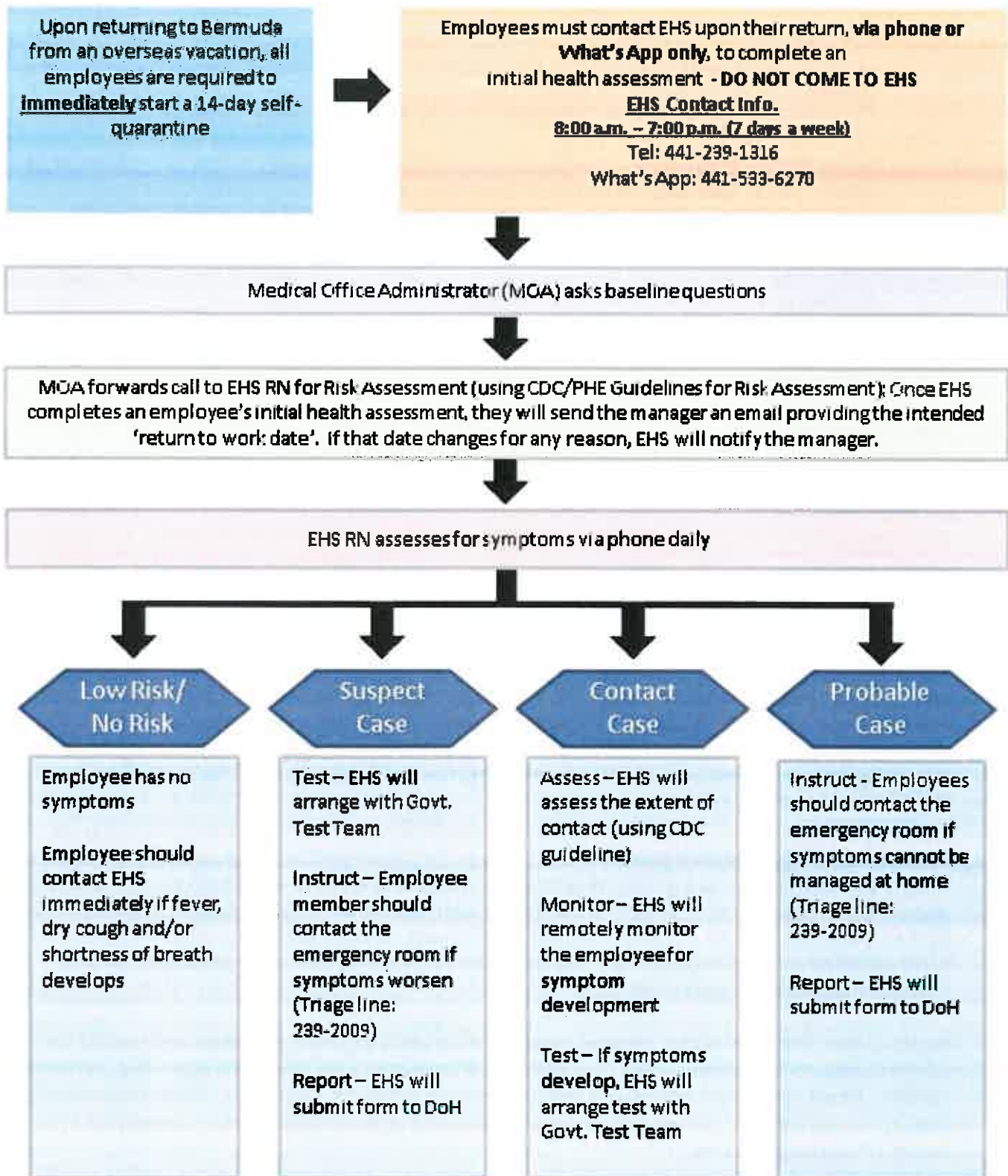
Effective March 17th, 2020

Audience: All BHB Employees



*Any questions about this process: EHS at Tel: 239-1316 or What's App: 533-6270
Any questions about compensation or leave: Employee Relations at ext. 1749, ext. 1998 or ext. 1571*

Part 2: Employee Health Services (EHS) Employee Travel Quarantine Process Effective March 17th, 2020



SECTION B: Casual workers, locums, consultants, volunteers and community physicians

Definitions:

Travel

This refers to any international travel undertaken by a person for any purpose

Quarantine/Self-Quarantine

When a person with no symptoms must stay in their home or accommodation, and must stay one meter or three feet away from others (social distancing). This is mandated by the Bermuda Government or by an employer to prevent the spread of a communicable disease, illness or virus.

Isolation

A person is isolated when they have symptoms, and must stay at home (or in hospital if critically ill) and can have limited contact with others.

Policy Statements:

Travel

On Alert Level 2 and above, all persons traveling overseas are required to complete a 14-day self-quarantine immediately upon landing back in Bermuda at the request of BHB or the Ministry of Health. Casual workers, locums, consultants, volunteers and community physicians will be responsible for contacting Employee Health Services at BHB as soon as possible (between 8:00 a.m. – 7:00 a.m. – 7 days a week) and disclosing accurate details of their travel history. See procedures below for more details.

Exemption

New hires, locums and service contractors may be subject to exemptions to the quarantine policy. Such exemptions will be subject to special permissions granted usually in conjunction with the appropriate Government agencies. Exemptions will be issued only with the expressed written approval and documentation of any such exemption by the Chief Operating Officer or his designee that unless otherwise defined will be the V.P. of Human Resources.

Quarantine/Self-Quarantine & Isolation

When a person has travelled overseas, they must self-quarantine for 14 days. Persons who are placed on quarantine/self-quarantine or isolation (QSQ-I) by an approved officer of the Ministry of Health as prescribed by the Quarantine Act or by a medical officer of the Bermuda Hospitals Board (including Employee Health Services) will be required to comply with the instructions provided by the health official and any such instruction should be viewed as a directive.

Bermuda Hospitals Board will be following the quarantine/self-quarantine guidelines as set out by the Ministry of Health. The latest version of guidelines can be found on the <https://www.gov.bm/coronavirus> website. That document provides details about the disease COVID-19, what it is, what the symptoms are, how it is spread and what you must do to prevent the spread of the disease. The version updated as of March 17th is provided below.

Procedures for Travel and Quarantine/Self-Quarantine/Isolation During Disaster Alert 2 (see workflow chart below)

Employee Health Service (EHS) Quarantine Process:

All casual workers, locums, consultants, volunteers and community physicians are required to disclose travel information when requested by Employee Health Services.

- 1) Upon returning to Bermuda from an overseas trip, all individuals working at or with BHB are required to immediately start a 14-day self-quarantine
- 2) Casual workers, locums, consultants, volunteers and community physicians must contact EHS upon their return, as soon as possible, via telephone or What's App only, to complete an initial health assessment - DO NOT PHYSICALLY COME TO EHS. (See contact information below)
- 3) The Medical Office Administrator (MOA) will ask baseline questions
- 4) The MOA will forward the call to the EHS RN for completion of the Risk Assessment (using CDC/PHE Guidelines for Risk Assessment)
- 5) The EHS RN (or designee) will assess for symptoms on a daily basis via telephone
- 6) The four potential assessments are:
 - a. **Low Risk/No Risk**
Individual has no symptoms;
Individual should contact EHS immediately if fever, dry cough and/or shortness of breath develops
 - b. **Suspect Case**
Test – EHS will arrange with Government Test Team;
Instruct – Individual should contact the KEMH emergency room if symptoms worsen (Triage line: 239-2009);
Report – EHS will submit form to the Department of Health
 - c. **Contact Case**
Assess – EHS will assess the extent of contact (using CDC guideline);
Monitor – EHS will remotely monitor the Individual for symptom development;
Test – If symptoms develop, EHS will arrange test with Government Test Team
 - d. **Probable Case**
Instruct - Individuals should contact the emergency room if symptoms cannot be managed at home (**Telephone Triage Line 239-2009**);
Report – EHS will submit form to Department of Health
- 7) At any point, Individuals who become ill with virus-like symptoms have the option of contacting Employee Health Services, their doctor or the KEMH Emergency Department **Coronavirus-19 Telephone Triage Line 239-2009**.
- 8) Any questions about the Employee Health Services process should be directed to the EHS Team

EHS Contact Information

8:00 a.m. – 7:00 p.m. (7 days a week)

Tel: 441-239-1316

What's App: 441-533-6270

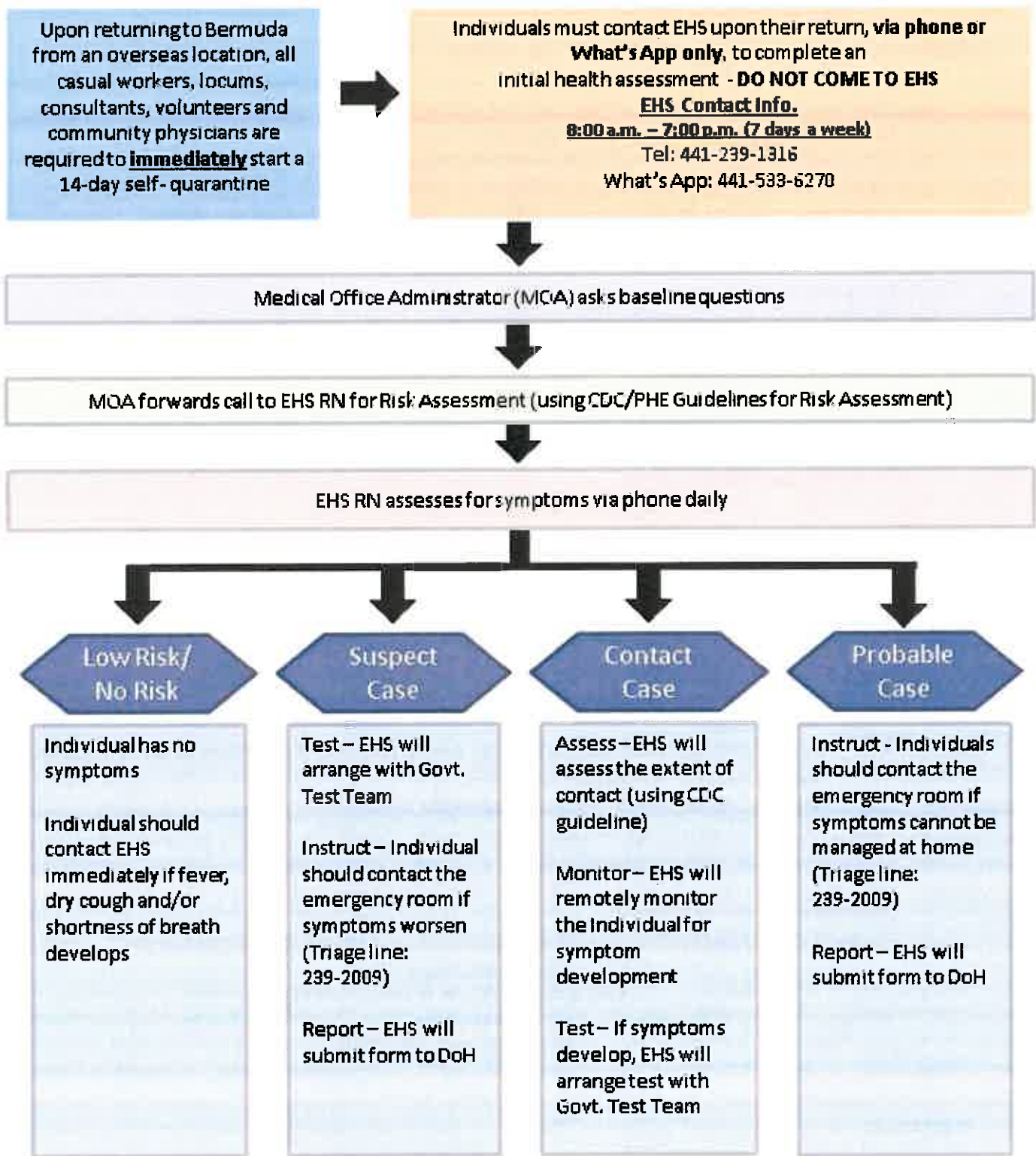
Illustration:

The following workflow chart should be shared with all casual workers, locums, consultants, volunteers and community physicians.

Employee Health Services (EHS) Travel Quarantine Process

Effective March 17th, 2020

Audience: Casual Workers, Locums, Consultants, Volunteers and Community Physicians



Any questions about this process: EHS at Tel: 239-1316 or What's App: 533-6270

COVID-19 (Coronavirus)

Self-Quarantine Guidance

You have travelled from a country with local transmission of COVID-19 and must self-quarantine for 14 days. This document provides details about the disease COVID-19, what it is, what the symptoms are, how it is spread and what you must do to prevent the spread of the disease.

Read this document thoroughly.

What does quarantine mean?

Quarantine/self-quarantine is used to prevent the possible spread of the communicable disease. Quarantine and self-quarantine mean that a person with no symptoms must stay in their home or accommodation, and must stay one meter or three feet away from others.

Everyone entering Bermuda from any country with local transmission of COVID-19 must be quarantined for 14 days after potential exposure. People must self-quarantine in their home or accommodation.

Quarantine is different from isolation with isolation being a step up from quarantine.

Individuals are isolated when they have symptoms, including fever and cough. Isolated people must stay at home (or in hospital if critically ill) and can have limited contact with others.

Even if a person has a fever and cough, this does not mean they have COVID-19 – further information will be provided to those under quarantine who develop symptoms. Everyone entering Bermuda from countries with local transmission of COVID-19 and symptoms of respiratory illness (fever, cough, or difficulty breathing) are required to be isolated while they have symptoms.

To clarify, when a person is quarantined they don't have the symptoms but are separated from others. When a person is isolated, they have symptoms and are kept away from others. Both of these public health measures are used to prevent the spread of an infectious disease.

What should I avoid while I am quarantined?*

If you are quarantined, you must not leave your house.

This means you should not:

- Go to work
- Visit seniors
- Go to school
- Attend church or church meetings
- Go to the grocery store
- Attend a party
- Go to the movies
- Take the ferry
- Catch the bus
- Attend funerals
- Go to the beach
- Workout at the gym
- Go to the laundry
- Go to the gas station
- Visit restaurants

**not a full list but examples of places you must not visit.*

What can I do while I am quarantined?

Depending on the nature of your work, you may work from home. You can be in contact with your office and colleagues by phone calls, email, video conferencing and other online channels.

You can go outside your house and sit outside, if there are no other people in the immediate area. You must be one meter (three feet) from others.

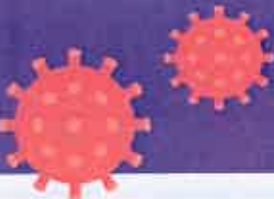
If you need support like getting groceries or buying necessary items and supplies, contact a trusted family member or friend and arrange with them to get the items you need. They must leave the items in a secure location at your home – outside the door. The person must not enter your house. You must not touch that person and you must stay one meter or three feet from that person.

Stay informed on the latest developments about COVID-19 by visiting the Government of Bermuda's website <https://www.gov.bm/coronavirus>



COVID-19

(Coronavirus)



What should I do if I have an emergency while quarantined?

If you get more serious symptoms suggestive of COVID-19, such as shortness of breath or difficulty breathing, have another serious illness or if an accident happens while in quarantine and you require medical attention, call your doctor and explain the situation.

If you need to go to the hospital and you do not require an ambulance, you can use a private car, a motor cycle or have someone in your household who is already quarantined take you to the Emergency Room. Before you leave home you must contact the hospital so they know you are arriving and the nature of your emergency. When you arrive at the hospital phone again before you enter the building and you will be given instructions on what you should do.

If you require urgent medical attention, phone 911 and let the emergency service personnel know you are under quarantine. This allows the emergency responder to arrange the necessary precautions for the EMTs and Emergency Room staff. This will not delay the emergency healthcare needed.

What about other household members?

Household members can continue with their daily tasks and provide necessities for you.

If there are people in your house who are not under quarantine, you should find ways to separate yourself from those people as much as possible by keeping a one metre/ three feet distance.

If you are able, you should sleep in a room by yourself or at least a separate bed.

If you can, use a toilet and bathroom that no one else in the house uses. If you have to share a bathroom with others, use the bathroom last and then clean it thoroughly.

It is important to practice good hand hygiene together with sneeze and cough etiquette to help reduce the risk of infecting household members.

If you become ill, then you will be isolated and the members of your household must be quarantined.

What are the next steps?

Follow this guidance strictly.

An assigned public health officer will be in touch with you by phone or email to check for symptoms and that you are following the guidance.

Take and record your body temperature twice a day. Use the attached chart to record your temperature and symptoms. You should be prepared to report your daily temperatures and report all symptoms, whether you think they are relevant to COVID-19 or not, to the assigned public health officer.

You will not require testing unless referred by public health or medical personnel. Testing is only required for individuals with COVID-19 symptoms and a travel risk or contact history.

Information about COVID-19

What is COVID-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are

- fever,
- tiredness; and
- dry cough

Some people may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell.

Most people (about 80%) recover from the disease without needing special treatment. Around one out of every six people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems





COVID-19 (Coronavirus)

or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention and call in advance.

How does COVID-19 spread?

People can catch COVID-19 from others who have the virus.

The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces,

then touching their eyes, nose or mouth. If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. Try to maintain at least one metre (three feet) distance between yourself and anyone who is coughing or sneezing.

The risk of catching COVID-19 from someone with no symptoms at all is very low. COVID-19 is not spread by mosquitoes, water, or food.

Where can I go for more information?
www.gov.bm/coronavirus

1



CLEANSE HANDS

Frequently cleanse hands with soap and water or an alcohol-based hand sanitizer

2



COVER NOSE AND MOUTH

When coughing or sneezing cover your nose and mouth

3



AVOID CLOSE CONTACT

Avoid close contact with people who are sick

4



AVOID TRAVEL

If you have a fever, cough or flu-like symptoms, avoid travel



GOVERNMENT OF BERMUDA
Ministry of Health



Precautions for people living with someone who is isolated with fever and a cough

DO



Monitor the patient for worsening symptoms.



Wash hands often and avoid face-touching.



Clean high-touch surfaces and wash laundry frequently.



Open windows and use an air conditioner for good air flow.



Care for patient's pets, run errands as allowed.

DO NOT



Let in non-essential visitors.



Use the same bathroom or sleep in the same room, if possible.



Share dishes, utensils, cups, towels or bedding.



Touch patient without wearing a face mask and gloves.



Reuse face masks and gloves.

Self-Quarantine

DO



Stay home, avoid public areas and public transportation.



Isolate yourself from others in your home.



Use a separate bathroom, if possible.



Call ahead before visiting the doctor.



Wash your hands often.



Wear a face mask around other people and pets.



Cover coughs and sneezes.



Complete the symptom log daily.

DO NOT



Share space with housemates, if possible.



Let in any non-essential visitors.



Share dishes, utensils, cups, towels or bedding.



Go outside for any reason.



Go to doctor without calling ahead.



Discontinue self-quarantine until instructed.



Have contact with pets and other animals, if possible.

References:

- **Quarantine Policy**
- **Infectious Disease Policy**

Approval:



Chief Operating Officer

Date: 19th March, 2020



Vice President Human Resources & OD

Date: 19th March 2020