

# Core Therapy Services/Loom School COVID-19 Staff Memo

3/15/2020

Team –

In preparation for company operations under the protocols, precautions, and constraints related to the COVID-19 pandemic, we have prepared a list of related items that you will need to know. This list is not comprehensive regarding every aspect and situation and is subject to change as information continues to emerge from government agencies, the CDC, and other authorities, experts, and professionals.

## 1. The Symptoms of COVID-19

The virus symptoms manifest as a mild to severe respiratory illness with fever, cough, and difficulty breathing. The CDC believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. You will need to review this simple one page guidance [document](#) from the CDC and [certify](#) that you have do so for our records prior to resuming work.

## 2. Employee Self-Reporting Obligations

### **Employee Becoming Symptomatic/Confirmed Diagnosis**

If an employee exhibits symptoms as outlined in the document from #1 or is tested to confirm that he/she has contracted the COVID-19 virus, the employee must notify Core Therapy as soon as possible via the [Self-Reporting Survey](#).

### **Employee Comes in Contact with Symptomatic/Confirmed Diagnosis**

If an employee does come in contact with an individual with a confirmed or suspected diagnosis, the employee must notify Core Therapy as soon as possible via the [Self-Reporting Survey](#). This could include other staff, clients and families, or personal contacts.

### **Employee's Contact with Non-Infected Individuals (work-related)**

Currently, we are following guidance that states that we need to notify 3<sup>rd</sup> party individuals in the event of employee self-reporting according to the two conditions above in Section 2 of this document. Therefore, if and when you [self-report](#), you will be required to disclose any clients, coworkers, parents, etc. with whom you have been in contact since the onset of symptoms or have had contact with anyone who has symptoms or a confirmed diagnosis of COVID-19. Core Therapy will handle the 3<sup>rd</sup> party notification process.

## **Employee is Tested and Cleared for COVID-19**

If an employee is tested for COVID-19 and the results are negative, the employee will need to [self-report](#) the status via the survey and provide proof of negative testing. In this event, the standard rules apply related to whether or not the employee is fit to work, but any COVID-19 quarantine rules would not apply.

### **3. Employee Rights to Refuse Work**

Core Therapy Services and The Loom School are following guidance from the World Health Organization (WHO) who defers to OSHA on matters of employees' rights to refuse work.

The following outlines OSHA four conditions that ALL must be met for an employee to refuse work:

#### **Can an employee refuse to come to work because of fear of infection?**

Employees are only entitled to refuse to work if they believe they are in imminent danger. OSHA discusses imminent danger as where there is "threat of death or serious physical harm." OSHA has addressed the common question of whether an employee can simply refuse to work in unsafe conditions. An employee's right to refuse to do a task is protected if **all** of the following conditions are met:

1. Where possible, you have asked the employer to eliminate the danger, and the employer failed to do so;
2. You refused to work in "good faith." This means that you must genuinely believe that an imminent danger exists;
3. A reasonable person would agree that there is a real danger of death or serious injury; and
4. There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels, such as requesting an OSHA inspection.

If an employee's situation does not meet all four of these conditions, but he/she still feels that performing the required duties put him/her in danger, the employee should discuss the situation with the Supervisor immediately to see what other arrangements can be made.

Lastly, as per the Fair Labor Standards Act (FLSA), employees will not be paid for hours not worked due to COVID-19 (e.g. illness, quarantine, refusal to work, etc.).

You will need to complete this [survey](#) to acknowledge receipt and general understanding of the material included in this memo.