Employees should self-monitor, daily, for common COVID-19 symptoms.

DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?

- Fever at or above 100.0°F
- Sore throat
- Cough
- Shortness of breath

If the answer was yes to any of these symptoms, the employee should stay home until symptoms subside or contact a respiratory screening clinic.

RECOMMENDED STRATEGIES FOR EMPLOYERS TO USE NOW:

Encourage Proper Handwashing
Encourage proper handwashing hygiene for all employees: wash for at least 20 seconds with soap and water. If hands are not visibly soiled, they could use an alcohol-based hand sanitizer instead of handwashing.

Cover Coughs and Sneezes
Encourage employees to cover coughs and sneezes with a tissue and dispose of the tissue immediately.

Perform Routine Environmental Cleaning
Perform routine environmental cleaning, ensuring high-touch surfaces are disinfected (i.e., doorknobs, faucets and countertops).

Tell Sick Employees to Stay Home
Actively encourage sick employees to stay home until they have gone at least 72 hours without fever or use of fever-lowering medication and symptoms have resolved. More than seven days must have passed before the symptoms first appeared in order to discontinue isolation, according to CDC guidelines. Encourage employees to contact an MHS Respiratory Clinic for advice, if they have not done so.

Send Sick Employees Home
If your employee begins to shows symptoms while at work, encourage them to go home and call an MHS Respiratory Clinic for medical guidance.

Do Not Require Physician Validation
Follow your insurance company’s guidance to manage sick leave for affected employees. Do not require a positive COVID-19 test or healthcare provider’s note for employees to validate their illness or return to work, as healthcare organizations and medical facilities may be extremely busy and may not be able to provide this documentation in a timely manner.

Use MemorialNow Instead of an Office Visit
MemorialNow is a free, virtual healthcare option for employees as an alternative to a doctor’s visit. Encourage your employees to download the MemorialNow app for their smartphone.

Employees Should Self-Monitor Daily, For Common Covid-19 Symptoms
Refer to sidebar for the COVID-19 common symptoms.

For questions, please call 217–788–3000 or visit ChooseMemorial.org/COVID19.
AN EMPLOYEE TESTS POSITIVE FOR COVID-19

1. Express sympathy to your affected employee.

2. Alert your Human Resources team an employee has tested positive.

3. Alert any co-workers with whom the employee has been in “close contact” over the last 14 days. The CDC defines “close contact” as “a person who has been within six feet of the infected employee for a prolonged period of time.” The law requires you to tell everyone who was possibly exposed at work without revealing the positive employee’s identity.

4. Decide who else at your company may need to be informed.

5. Remind employees that discrimination or harassment against individuals who are suspected to have tested positive for coronavirus, or who have been exposed to coronavirus, is strictly prohibited.

6. Encourage employees to contact Human Resources with questions or concerns.

7. Consider closing the office for a thorough cleaning; allow employees to work from home if possible.

8. Connect employees to employee assistance programs and community resources as needed.

9. Refer exposed employees with flu-like symptoms to a Memorial Health System Respiratory Clinic.

10. CDC guidelines recommend that individuals can leave isolation when they have not had respiratory symptoms or a fever for at least 72 hours and have not used fever-reducing medication. At least seven days must have passed since symptoms first appeared.

For questions, please call 217–788–3000 or visit ChooseMemorial.org/COVID19.

Memorial Respiratory Clinics

Patients with respiratory symptoms such as cough, chest congestion, sore throat, difficulty breathing and fever can now be screened for respiratory infections, including COVID-19, at the respiratory clinics. Screening and evaluation will be performed while the patient remains in their vehicle.

If your employee is deemed at risk, the clinic will recommend a 14-day self-quarantine. Your employee will be provided self-care documentation and daily follow-up calls during this time.

South Sixth Street ExpressCare
2950 S. Sixth St., Springfield
Open Daily | 8 a.m. to 8 p.m.
Call the respiratory clinic hotline prior to going at 217–588–4019.

DMH Express Care East
4455 E. U.S 36, Decatur
Open Daily | 8 a.m. to 6 p.m.
Call the respiratory clinic hotline prior to going at 217–876–1200.

Respiratory Clinic at Taylor Clinic
100 W. 15th St., Beardstown
Open Monday–Saturday 8 a.m. to 5 p.m.
Call the respiratory clinic hotline prior to going at 217–322–5218.

The clinic’s services will be open to anyone regardless of their ability to pay. Translation services will be available for those individuals who need them.