

Tenet is committed to ensuring the care and safety of you, our patients, and visitors by providing a healthy and safe workplace. We recognize the critical nature of healthcare services we provide to patients in our communities, and as such, Tenet has an obligation to put in place a high level of precautionary processes and policies. With this in mind, when there is a reasonable belief that an employee has a communicable disease or exposure to certain communicable diseases, you must act in a manner to help yourself, as well as minimize the risk of exposure to others, by engaging your designated employee/occupational health provider.

You are required to report to your designated employee/occupational health provider (“Provider”) in the following situations.

1. You suspect you have one of the following communicable diseases:

- Diphtheria
- Ebola
- Measles (Rubeola)
- Meningococcal Disease
- MERS-CoV
- Mumps
- Pertussis (Whooping cough)
- Rabies
- Rubella
- SARS
- Tuberculosis
- Varicella (shingles or chicken pox)
- Group A Streptococcal disease (skin/soft tissue/ or pharyngitis)
- Hepatitis, viral (any type)
- Herpes simplex, orofacial or whitlow
- Human Immunodeficiency Virus
- Influenza - (only if arising from unprotected exposure during an aerosol generating procedure, not from caring for a patient with flu)
- Monkey Pox
- Parvovirus B19 (Fifth disease)
- Pediculosis (lice)
- Scabies
- Staphylococcus aureus
- Tinea corporis (ring worm)

2. You have been exposed to one of the following communicable diseases, typically by contact with individual(s) confirmed or suspected of having a medical condition that is the subject of a public health outbreak:

- Diphtheria
- Ebola
- Hepatitis, viral (if blood or bodily fluid exposure)

- Human Immunodeficiency Virus
 - Influenza - (from unprotected exposure during an aerosol generating procedure)
 - Measles (Rubeola)
 - Meningococcal Disease
 - MERS-CoV
 - Mumps
 - Pertussis (Whooping cough)
 - Rabies
 - Rubella
 - SARS
 - Tuberculosis
 - Varicella (shingles or chicken pox)
3. You have been notified by the CDC, state or local public health authority that you have been exposed to an individual with a suspected or confirmed case of a communicable disease.

In addition, if you plan to travel to an area affected by a public health outbreak of a communicable disease you are required to:

1. Notify your designated Provider now of the place and dates of your travel PRIOR to departure.
2. Notify designated Provider PRIOR to returning to work.

You must cooperate with the Provider, respond to all screening tool questions during your health assessment, and follow the recommendations and instructions of Provider.

Employees will not come to work if the Provider prohibits working due to illness. In such case, the absence will be considered an excused absence and will not count towards attendance discipline.

With these practices, we can identify health issues of our employees early, and minimize the risk of exposure to others.

I. DEFINITIONS:

- A. **“Healthcare personnel”** or **“HCP”** mean all paid and unpaid persons working in healthcare settings who have the potential for exposure to patients and/or infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air.

HCP might include, but are not limited to, physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the healthcare facility, and persons (*e.g.*, clerical, dietary, housekeeping, laundry, security, maintenance, administrative, billing, vendors and volunteers) not directly involved in patient care but who can potentially transmit infectious agents to HCP and patients.

- B. **“Cleared to work”** means concluding, after conducting an assessment, that an HCP does not pose significant risk of substantial harm to himself or herself, or others in the workplace, or that the risk can be reduced or eliminated through reasonable accommodation as contemplated by the ADA or comparable state statute (such as by wearing protective gear). Each assessment must be done on an individual basis to confirm the HCP can safely perform the essential functions of the position.

II. PROCEDURE:

- A. Employee/Occupational Health Office

Each Tenet Entity must designate an employee/occupational health provider to screen and determine whether HCP with suspected exposure to, or infection with, communicable diseases, are cleared to work. The employee/occupational health provider will screen HCP using the most recent screening tools and protocols disseminated by Corporate Office, located on eTenet’s Communicable Diseases site.

- B. Screening Tools and Leave Protocols

Corporate Office disseminates screening tools and leave protocols for communicable diseases based on CDC, OSHA, and other nationally established reference materials. The materials identify decision points to determine, based on each disease, when HCP are cleared to work. The screening tools and leave protocols are located on eTenet’s Communicable Diseases site. If a Tenet Entity has any questions about the screening tools and leave protocols, contact Corporate Office Clinical Operations.

- C. Assessment Outcomes, Leave Assignments, and Communications

1. When the employee/occupational health provider (“Provider”) assesses an HCP and does not clear the HCP to work, the Provider and Human Resources Leader must immediately place the HCP on administrative leave for the time period specified in the screening tools and treatment protocols, or as directed by the employee/occupational health provider. HCP on such leave must

remain in contact with the designated Provider as required in the treatment protocols.

2. Immediately after placing an HCP on administrative leave, the Provider and Human Resources Leader will notify the Tenet Entity Leader that the HCP cannot return to work based on a positive assessment under this policy. The Provider and Tenet Entity Leader then will immediately notify the local public health department regarding the HCP's positive assessment under this policy based on state and local regulations.
3. Determinations will be made on a case-by-case basis as to whether administrative leave required under this policy will be paid or unpaid. Any administrative leave will be revisited as additional information is available.
4. Medical information obtained from the screening tools must be kept in a confidential file separate from other personnel information with a signed Notice of Privacy Practices Acknowledgment form. While assessment results remain the property of Tenet, an individual may review his/her own occupational assessment records on company premises during regular business hours by contacting the Provider to schedule such a review.
5. All occupational assessments must be conducted in accordance with applicable local, state and federal laws or regulations.

D. Mandatory Reporting Requirements

For each of the following communicable diseases/potential exposures, each Provider must report to the Corporate Office Clinical Operations Department, Patient Safety the circumstances of each exposure and the number of HCP screened and/or placed on leave:

- Measles (Rubeola)
- Meningococcal Disease
- Mumps
- Pertussis (Whooping cough)
- Rubella
- SARS
- Tuberculosis
- Varicella (shingles or chicken pox)
- Other diseases as determined from time to time (Ebola, MERS – CoV, etc.)

Each Provider must report HCP exposures to local, state and federal authorities as required.

Leadership Expectations

1. Supervisors/Leaders must notify all HCP in the Supervisor/Leader's work area of the requirements of this policy.

“Healthcare personnel” or **“HCP”** mean all paid and unpaid persons working in healthcare settings who have the potential for exposure to patients and/or infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air.

HCP might include, but are not limited to, physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the healthcare facility, and persons (*e.g.*, clerical, dietary, housekeeping, laundry, security, maintenance, administrative, billing, vendors and volunteers) not directly involved in patient care but who can potentially transmit infectious agents to HCP and patients.

2. Supervisors/Leaders must promptly notify and refer HCP to the designated occupational/employee health provider (“Provider”) upon learning the HCP falls within the screening requirements. The Supervisor/Leader also must notify the Provider of such HCP and confirm the HCP contacted the provider.
3. Supervisors/Leaders must ensure HCP compliance with policies and procedures, and specific recommendations of the designated Provider, including ensuring that on leave do not return to work until cleared by the designated Provider.



COMMUNICABLE DISEASES IN THE WORKPLACE
Job Aid: Entity Human Resources

No. HR.ERW.25

The Tenet Entity's Human Resources Department will support the employee/occupational health provider as needed, including reviewing ongoing leave status, issues related to collective bargaining units, and communication support with supervisors. The HR Leader will provide regular updates to the Tenet Entity leadership teams.