



Treatment | Electronic Monitoring | Traffic Survival School

Prodigy Healthcare COVID-19 Guiding Principles

- The well-being of our staff, clients, and customers is the top priority.
- We honor our commitments to clients by mitigating risk and adapting to rapidly evolving circumstances.
- We stay informed and share verified, accurate information from the [U.S. Centers for Disease Control](#) and local authorities.
- We commit to communicating clearly and consistently.
- Supporting clients with empathy as they deal with uncertainty in their own lives and their communities.

Prodigy Healthcare Strategy

We encourage sick employees to stay home

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever and/or cleared by a medical professional.

We will separate sick employees and send home immediately

Employees who appear to have respiratory illness symptoms upon arrival to work, or become sick during the day, shall be immediately separated from other employees and sent home.

We emphasize staying home when sick and practicing respiratory etiquette & hand hygiene by all employees

Here are educational materials from the CDC about [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#).

Employees are instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds, and avoid touching eyes, nose, and mouth.

Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

We ensure routine environmental cleaning

A combined effort by janitorial services and employees ensure that we routinely clean all frequently touched surfaces in the workplace, including countertops, and doorknobs.

We employ social distancing

Social distancing is a practice recommended by public health officials to stop or slow down the spread of contagious diseases. It requires the creation of physical space between individuals who may spread certain infectious diseases.

We employ a “client illness preventative script” in our appointment reminder

During the appointment confirmation phone call, employees ask clients if they are experiencing a combination of fever, cough, and shortness of breath.



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We employ the following guidelines for employees with COVID-19 symptoms or diagnosis

If an employee presents with symptoms before they arrive at work, they are instructed to stay home and notify their supervisor, contact their medical provider, and request leave of absence.

If an employee presents with symptoms while at work, they will be separated from other employees and sent home. All workplace investigations, reports, and notifications will be completed and filed.

If an employee reports that they were exposed to COVID-19 in the workplace then investigations, reports, and notifications will be completed and filed.

For an employee that is out for a consecutive period of time, due to a potential or actual case of COVID-19 diagnosis; a healthcare provider's note (doctor's note) for the employee will not be required at the time of initially reporting the absence. A healthcare provider's note *will be required* upon ability to return to work.

An employee that is ready to return to work after a COVID-19 confirmed case must adhere to the instructions provided by their healthcare provider and present a Return to Work note from their provider before returning to work.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19

Employees who are well but have a sick family member at home, with suspected or confirmed COVID-19, should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.