



Human Resources COVID-19 Protocols and Employee Resources

Coronavirus/COVID-19 is pushing all of us at Sequoia Living to be creative, flexible and resilient—and together, we are rising to the challenge. Even during this difficult time, Sequoia Living staff are providing an outstanding level of service and kindness to residents, customers, family members, and each other. Thank you for all that you do.

There are currently **no cases** of COVID-19 in Sequoia Living's communities. Since COVID-19 is on all of our minds, we want to keep you informed about Sequoia Living's Human Resources protocols that relate to COVID-19.

The information below is current as of **March 19, 2020**. Because this is an evolving and dynamic situation, the guidance in the document may be subject to change without notice. Please contact your HR Representative if you have any questions.

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Working On-Site at Sequoia Living

If your job responsibilities require working on-site Sequoia Living, you must sign the attendance sheet in your community's reception area when you arrive each day. This confirms that you have not traveled to any countries on the CDC's Level 3 Warning list, that you have not been exposed to anyone with COVID-19, and that you do not have any flu-like symptoms.

Working Remotely at Sequoia Living

During this time, we encourage all office staff to work remotely and stay from home when possible. Managers will communicate directly with each of you regarding specifics that may pertain to your department and specific job tasks.

Special Notice for Staff Who Work Other Jobs

Some of our staff members may work at another job besides Sequoia Living. If someone at your other workplace develops COVID-19, please let your Sequoia Living manager know immediately. If you have been exposed to COVID-19, you will be required to self-isolate at home for 14 days and answer medical screening questions before you may return to work.

What About Travel Plans?

We understand that many team members may have made travel plans before the COVID-19 public health crisis emerged. To minimize risk to residents, coworkers, and yourself, we encourage you to **please consider postponing your travel plans**.

- Employees who have traveled by air or cruise ship to a country **with a Level 2 or 3 CDC Travel Health Notice must self-isolate for 14 days**. After the self-isolation period, if the employee does not have a fever, **has not used fever reducing medication**, and does not have any symptoms of COVID-19, the employee may return to work. The employee will be screened for symptoms daily at work, as per our regular protocol.
- Employees who have traveled by air to **all other locations must self-isolate for 5 days**. After the self-isolation period, if the employee does not have a fever, **has not used fever reducing medication**, and does not have any symptoms of COVID-19, the employee may return to work, but must **wear a mask for 9 days**. At the end of this period, if the employee is still asymptomatic, the mask may be removed. The employee will be screened for symptoms daily at work, as per our regular protocol.

Carry Your Sequoia Living Badge with You!

If you are working on-site, please be sure to take your Sequoia Living badge with you on your way to and from work.

Updated Health Benefits for COVID-19 Testing and Treatment

Kaiser Permanente Members

For all Kaiser Permanente plans, cost sharing (deductibles, copayments and coinsurance) will be reduced to zero dollars (\$0.00) for medically necessary screening and testing for COVID-19 including the visit, associated lab testing, and radiology services in a plan hospital, emergency or urgent care setting, or medical office. This cost sharing reduction will apply to all Kaiser Permanente and other plan (participating) providers. If a member is diagnosed with COVID-19, all treatment including but not limited to hospital, transportation and pharmacy services will be

covered in accordance with the terms and conditions set forth in the coverage document for the member's health plan.

Health Net Members

Health Net is waiving cost-sharing for medically necessary COVID-19 screenings, tests and doctor office, urgent care and outpatient hospital (including emergency departments) visits. If a member develops symptoms of COVID-19, including fever, cough or shortness of breath, and has reason to believe they may have been exposed, they should call their health care provider or local health department before seeking care. Contacting them in advance will help ensure that people can get the care they need without putting others at risk. For more information, Health Net members should call 1-800-400-8987.

Options and Protocols for COVID-19 Related Workplace Absences

If you are off work for a COVID-19 related absence for any of the following reasons or have been exposed to someone who has COVID-19, you can use accrued Paid Time Off (PTO), Vacation, Salary Continuation or Paid Sick Leave for time off from work:

- Have symptoms or been diagnosed with COVID-19
- Are self-quarantined because you have recently traveled as described above and/or have been exposed to someone with COVID-19
- Caring for a family member with COVID-19
- Unable to work in response to COVID-19 workplace at a public official's recommendation, **or**
- Caring for a child who is home because of school/daycare closures in response to a public official's recommendation.

Returning to Work After a COVID-19 Diagnosis

The criteria below are based on the [Center for Disease Control's return-to-work criteria](#) for healthcare personnel with confirmed or suspected COVID-19.

1. *Test-based strategy.* Staff members must stay home from work until:
 - Resolution of fever without the use of fever-reducing medications and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart.
2. *Non-test-based strategy.* Staff members must stay home from work until:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 7 days have passed *since symptoms first appeared*.

After returning to work, staff members should:

- Wear a facemask at all times while in the facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology-oncology) until 14 days after illness onset
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen.

Emergency Access to Your 403(b) Contributions

Loans are available through Newport for emergencies based on certain conditions in your Sequoia Living 403(b) retirement savings plan, on the monies that you have contributed.

Loans start at a minimum of \$1000 and are limited to 50% of the employee contribution value. Loans are repaid through a payroll deduction, at a maximum time of 5 years. Only one loan is available per employee. Once a loan is approved, the check is mailed to you by Newport in 7-10 days. For more information, please visit www.newportgroup.com, call 1-888-401-5629, or contact your HR Representative.

Paid Time Off Donations

If you have accrued PTO/Vacation that you wish to donate to your colleagues, you may do so by completing a PTO/Vacation Donation Form. These forms are available from the Accounting/Payroll team.

The Government's Efforts to Assist Workers

There are several federal, state, and local legislative efforts in process at this time.

Workers affected by COVID-19 can visit the California Labor & Workforce Development Agency's website at Labor.Ca.Gov/Coronavirus2019 to review what benefits are available to them. These include:

- If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 you may qualify for **Paid Family Leave (PFL)**.
- If you're unable to work due to medical quarantine or illness, you may qualify for **Disability Insurance**. Those who have lost a job or have had their hours reduced for reasons related to COVID-19 may be able to partially recover their wages by filing an unemployment insurance claim.
- If a worker or a family member is sick or for preventative care when civil authorities recommend quarantine, workers may use **accrued paid sick leave** in accordance with the law.

Remember...

We're here for you! If you have any questions about these procedures, please don't hesitate to contact your manager or any member of the Human Resources team.