

January 6, 2022

Dear Staff:

At this time AMI will be moving to an updated process for managing illness during the current surge in COVID due to the Omicron variant in response to the CDC Guidelines updated on 12/27/2021.

Employees exhibiting symptoms will be required to be cleared by employee health prior to being allowed to work scheduled shifts. This may require rapid antigen or PCR testing to be cleared to return to work. Managers reserve the right to send employees home that exhibit signs of illness. Employees must honestly report symptoms to limit the spread of COVID-19. It cannot be assumed that allergies or a seasonal cold, flu, or stomach virus are the reason for illness.

Employees are required to adhere to guidance including mask wearing, hand hygiene, and wellness screening. Employees should NOT report to work sick. If you are identified as being sick and have not been screened and released by employee health your manager or the Office Administrator reserves the right to send you home. Failure to adhere to wellness screening, appropriate use of PPE, or compliance with employee health requirements may result in disciplinary action, up to and including termination.

Additionally, as a follow-up to the update sent on December 30th, we have continued to evaluate the updated CDC guidance. We had hoped to also receive an update from the NJDOH but at this time they have still not released additional local guidance. As such we have been working to update our protocols in alignment with the updated CDC guidance for HCP's. AMI along with AtlantiCare will be following the new CDC guidelines which will shorten, in some cases, the amount of time an employee must remain out of work and enforcement of strict masking requirements upon return. We will, however, continue to evaluate each situation on an individual basis as there are factors that may prolong out-of-work requirements.

As of this week in most cases employees will be returned to work after 5 days, again there are factors that may prolong out of work, including vaccination status, symptoms, exposures, and in some instances, employees may be required to retest prior to being returned to work. Employees must demonstrate improvement or resolution of symptoms and have not had a fever within 24 hours to be returned to work. Employee health will conduct an interview with employees prior to being released for return to work.

Employees that are returned to work post illness will be required to follow strict masking protocols, including double masking. We are currently reevaluating alternative options to double masking that comply with updated masking requirements and meet FDA approval for use in the healthcare setting. Masks must be worn at ALL times during an employee's shift. For breaks, hydration, and lunch the employee must isolate themselves from all other staff and use frequent hand hygiene. Lunches should be taken offsite regardless of vaccination status, if preparing food in the breakroom to take offsite the employee must always wear their mask.

In the event of exposure within AMI the impacted employees will be notified via email ONLY, all employees are required to check their email daily or the start of each shift. If you do not currently have access to your AMI email, please contact IT for assistance in gaining access to your email account. Staff members that are following AMI's mandate regarding the appropriate use of PPE should not encounter a High-Risk exposure during working hours. When an exposure occurs employee health obtains a list from the infected individual and/or manager to identify employees that need to be notified. If you believe you were exposed to an individual that was COVID + but did not receive notification that is because your name and interaction was not reported to employee health. We work to identify anyone that may have had an exposure and provide notification within 24 hours of a confirmed positive. Because notification of an exposure is based on a positive result it may be several days before a positive result is received and notification is sent. Please keep in mind that we are unable to provide you with information on the person that you may have been exposed to, their condition, or the location and length of the exposure. It is also noted that individuals are not required to disclose their personal health information to co-workers including vaccination status or medical conditions.

It is our goal to keep both our employees and patients safe. Your compliance and truthfulness in reporting symptoms are essential to our ability to keep you and your colleagues safe. We encourage staff to report non-compliance of these mandates to your manager or the Office Administrator to be addressed. Please do your part to keep yourself and others safe during this time. Please ensure frequent cleaning of work surfaces, common areas, etc. Please ensure appropriate and consistent use of PPE including masking, social distancing, and hand hygiene. If you have any questions or concerns, please do not hesitate to contact me or any member of the management team.

Additional updates and information will be forthcoming over the next several days as requirements and conditions continue to evolve. Please continue to monitor your email for updated information.