

**Memo template – OSHA COVID-19 Emergency Temporary Standard (ETS)**

**CO**RONA**VI**RUS **D**ISEASE 2019   
(COVID-19)

|  |
| --- |
| **Audience:** MarComm |
| **Revision Date:** 7/15/21 |
| **Version:** # 1 |
| **COVID-19 Response Team Owner:** Planning |
| **Date of Last Review:** 7/15/21 |

Guidelines for use: Update this memo and distribute to all colleagues.

MEMO

**To:** **<Health Ministry>** Colleagues

## From: <CHRO or other appropriate leader> Date: <Date>

**Re:** OSHA’s COVID-19 Emergency Temporary Standard (“ETS”)

The Occupational Safety and Health Administration (OSHA) announced an Emergency Temporary Standard (ETS) that further guides our response to COVID-19. Part of the requirements are that each ministry have its own **COVID-19 Preparedness, Notification and Response Plans (PNRPs).** The facility plans are posted on the COVID-19 Resources site <insert link to facility plan intranet location>   
  
While the majority of the actions required in the PNRPs are already taking place, **following are the top new or updated protocols that apply to every facility and colleague of <Health Ministry> and Trinity Health:**

* **Medical grade masks are required in facilities/areas where patients receive health care.** Cloth face coverings are no longer permitted in these areas. Medical grade masks should be made available to colleagues who need them. **<Insert local info on screening if applicable. Cloth masks are still permissible at non-patient care campuses such as System Office Livonia, PBS locations and Newtown Square, PA office>**
* **COVID-19 Paid Leave** has been reinstated effective July 6 for eligible colleagues who meet the criteria. Trinity Health will provide regular pay up to $1,400 per week. For compensation above the administrative pay leave, colleagues have the option of using their PTO bank.
* **Vaccination and Vaccination Side Effects Benefits** – Colleagues may be paid for up to four hours to receive each vaccine dose if it occurs during work hours or scheduled shifts. Additionally, colleagues may be eligible for vaccination side effects benefits. See more information
* **Continue self-monitoring, use remote health screening processes and utilize ministry hot-line resources.** As we move into the fall with greater opportunity for new variants to spread, ongoing diligence will be essential.
* **Supplemental training.** To address additional training requirements of the ETS, we will be providing a brief supplement to the HealthStream training that colleagues have previously completed and an interactive option for colleagues to raise any questions. More information will be distributed soon.
* **Coming this Fall: "Mask optional" areas –** The ETS allows for the implementation of well-defined areas in which fully vaccinated colleagues would be exempt from masking, PPE, physical distancing and physical barriers in areas where there is no reasonable expectation that any person with suspected or confirmed COVID–19 will be present. **Before we can implement this rule, we must have policies and procedures in place to confirm colleagues' vaccination status.**
* Information covering the OSHA guidelines will continue to be updated as more details are available. Please continue to check the [COVID-19 Resources site](https://www.trinity-health.org/covid-19-resources/) often. Thank you for continuing to provide remarkable care for our patients by staying vigilant in preventing the spread of COVID-19.

**More Information**

[COVID-19 Paid Leave](https://www.trinity-health.org/covid-19-resources/_assets/documents/colleague-work-from-home-resources/colleague-resources/covid-19-paid-leave-update.pdf)