

Employee Name (First, Last) _____

Employee ID/Date Of Birth _____

Call Back Number _____

Personal Email _____

Non-Work Related COVID-19 Screening Protocol

This protocol is intended to be used as a screening tool to determine whether COVID-19 testing and/or work restrictions are indicated for personnel who report no known exposures to COVID-19, who report potential exposure to a positive COVID-19 person at home or in the community, who were placed on a government-imposed or public health quarantine related to COVID-19 or who request removal of travel quarantine/work restrictions related to COVID-19.

Personnel includes the following: Mayo Clinic Rochester employees, visiting professionals, research temporary professionals, students from the Mayo Clinic College of Medicine and Science, contract workers, or Mayo Clinic volunteers. For simplicity, 'employee' is used throughout the protocol.

SCREENING SECTION A:

- Employee reports government-imposed or public health directed quarantine related to COVID-19 exposure.
- Employee reports unprotected ***close contact** with a **confirmed positive COVID-19 person**
***Close contact** is defined as:
 - a) being within 6 feet for greater than 10 minutes of a confirmed positive person with COVID-19 1 day before that person became symptomatic or while symptomatic. – OR –
 - b) Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with laboratory-confirmed COVID-19 infection *with –OR– without using recommended precautions for [home care](#) and [home isolation](#)*

Note: If Mayo personnel was exposed to a person who has confirmed positive COVID-19 in the workplace, record it as a work related exposure in the OCM Issue.

Reference: [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#), CDC 2020

If no boxes are checked, **proceed to SCREENING SECTION B [No Exposure]**.

If any box is checked, **proceed to SCREENING SECTION C [Exposure]**.

SCREENING SECTION B [No Exposure]:

1. Employee is **asymptomatic** and requests **REMOVAL OF TRAVEL** quarantine/work restrictions (applies to travel restrictions ONLY. (Note: **DOES NOT APPLY** if restrictions were issued due to a known positive COVID-19 exposure or symptoms).
 - If yes, Issue "Able to work without restrictions." **Protocol ends.**
 - If no, **proceed to question 2.**

2. Does employee report a **fever ($\geq 100.5F$) or subjective fever, new cough, sore throat, shortness of breath, respiratory distress, chills, diarrhea or myalgias?**

If yes, (**employee is symptomatic**) and the employee **has already been tested for COVID-19 per their primary provider or patient triage line**, complete the following:

- For Claims Purposes Only: Check “Self Monitoring” box in OCM.
- Send OCM Conversation with education by selecting **TEST RESULTS** template.
- **Complete work status for the next 3 days** as follows: **“No work on Mayo Clinic campus. Mayo Clinic personnel may telework from home if approved by their work unit supervisor.”**
- Schedule OHS follow-Up. Assign to the HCID Monitoring Team-Rochester. Set the ‘Due’ date as the last restricted day (Day 3). Add a comment in the Task/Notes field indicating what the follow-up is for. (I.e. follow-up on test result).
- **Protocol ends.**

If yes, (**employee is symptomatic**) and the employee **has not already been tested for COVID-19**, complete the following:

- Coordinate testing for COVID-19
- **Complete work status for the next 3 days** as follows: **“No work on Mayo Clinic campus. Mayo Clinic personnel may telework from home if approved by their work unit supervisor.”**
- Schedule OHS follow-Up. Assign to the HCID Monitoring Team-Rochester. Set the ‘Due’ date as the last restricted day (Day 3). Add a comment in the Task/Notes field indicating what the follow-up is for. (I.e. follow-up on test result)
- Send OCM Conversation with education on by selecting **TEST RESULTS** template.
- For Claims Purposes Only: Check “Self Monitoring” box in OCM.
- **Protocol ends.**

If No, **proceed to 3, Asymptomatic-No Exposure.**

3. ASYMPTOMATIC-NO EXPOSURE (ALL EMPLOYEES): If employee is **asymptomatic**, reassure employee no additional work-related evaluation or work restrictions are needed at this time. Instruct employee that out of caution to monitor for symptoms of fever, cough, or shortness of breath. If they develop symptoms, they should to remain isolated, contact Occupational Health immediately, and **NOT PRESENT TO WORK. Protocol ends.**

SCREENING SECTION C [Exposure]:

1. Employee reports **AT LEAST ONE of the following symptoms: a fever ($\geq 100.5F$) or subjective fever, new cough, shortness of breath, respiratory distress, chills, myalgias, headache, nausea/vomiting, diarrhea, rhinorrhea, sore throat, fatigue or dizziness?**
 - Yes – **Proceed to SECTION D [Exposure/Symptomatic].**
 - No – **Proceed to SECTION E [Exposure/Asymptomatic].**

SECTION D [Exposure/Symptomatic - HIGH/MEDIUM RISK]:

- Instruct employee to go home and remain isolated (greater than 6 feet from other people).
- Complete work status as follows: **“No work on Mayo Clinic campus. Mayo Clinic personnel may telework from home if approved by their work unit supervisor.”** Work status is written for the 14-day period after last known date of exposure or start date of government-imposed quarantine.
- Schedule OHS follow-Up. Assign to the HCID Monitoring Team-Rochester. Set the ‘Due’ date as the last restricted day (Day 14). Add a comment in the Task/Notes field indicating what the follow-up is for. (I.e. ensure employee is asymptomatic, without new exposure, and clear to return to work.)
- Coordinate testing for COVID-19, if not already completed.
- **Verbalize the following to the employee:** “Based on exposure risk assessment, you are being placed on Active Monitoring. You will be sent instructions and an electronic symptom log to your online employee portal at the end of our communication today. Please review this information as soon as you receive it.”
- Open a New Issue in OCM-‘**Monitoring Survey.**’ Click ‘**Save.**’ Note: No documentation within the issue is needed. When ‘Save’ is selected, it will send the employee a Self-Monitoring memo and an electronic symptom monitoring log to their employee portal. The employee should access and complete the log twice a day as instructed.
- Send employee via OCM Conversation the following materials [**Test Results Template, Home Prevention/Precautions**]
- For Claims Purposes Only: Check “Active Monitoring” box in OCM.
- **Protocol Ends.**

SECTION E [Exposure/Asymptomatic]:

1. Employee reports unprotected close contact with a confirmed positive COVID-19 person while the confirmed person **WAS** having symptoms **OR** reports government-imposed or public health directed quarantine related to COVID-19 exposure:

If yes, (employee was exposed to a **SYMPTOMATIC** person **OR** reports government-imposed or public health directed quarantine related to COVID-19 exposure – **HIGH/MEDIUM RISK**), complete the following:

- Asymptomatic employees should under no circumstances be sent for testing.
- **Complete work status as follows: “No work on Mayo Clinic campus. Mayo Clinic personnel may telework from home if approved by their work unit supervisor.”** Work status is written for the 14-day period after last known date of exposure or start date of government-imposed quarantine.
- Schedule OHS follow-Up. Assign to the HCID Monitoring Team-Rochester. Set the ‘Due’ date as the last restricted day (Day 14). Add a comment in the Task/Notes field indicating what the follow-up is for. (I.e. ensure employee is asymptomatic, without new exposure, and clear to return to work.)
- **Verbalize the following to the employee:** “Based on exposure risk assessment, you are being placed on Active Monitoring. You will be sent instructions and an electronic symptom log to your online employee portal at the end of our communication today. Please review this information as soon as you receive it.”
- Open a New Issue in OCM-‘**Monitoring Survey.**’ Click ‘**Save.**’ Note: No documentation within the issue is needed. When ‘Save’ is selected, it will send the employee a Self-Monitoring memo and an electronic symptom monitoring log to their employee portal. The employee should access and complete the log twice a day as instructed. **(continued next page)**
- For Claims Purposes Only: Check “Active Monitoring” box in OCM.
- **Protocol Ends.**

If no, (employee was exposed to a confirmed positive COVID-19 person **1 day before** the confirmed positive Covid-19 person was having symptoms – **LOW RISK**), complete the following:

- **Note:** Asymptomatic employees should under no circumstances be sent for testing.
- No work restrictions indicated.
- **Verbalize the following to the employee:** “Based on exposure risk assessment, you are being placed on Self-Monitoring. You will be sent instructions and an electronic symptom log to your online employee portal at the end of our communication today. Please review this information as soon as you receive it.”
- Open a New Issue in OCM-**‘Monitoring Survey.’** Click **‘Save.’** Note: No documentation within the issue is needed. When **‘Save’** is selected, it will send the employee a Self-Monitoring memo and an electronic symptom monitoring log to their employee portal. The employee should access and complete the log twice a day as instructed.
- For Claims Purposes Only: Check “Self-Monitoring” box in OCM. **Protocol Ends.**