

Employee Name (First, Last) _____

Employee ID _____

Call Back Number _____

Personal E-mail: _____

Occupational (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 actual or potential exposure to a positive COVID-19 patient, co-worker or COVID-19 infected specimen while performing work related duties.

Personnel includes the following: Applies to 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.

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

SCREENING SECTION A [Exposure at Work]:

- Employee reports close contact (less than 6 feet, greater than 5 minutes) **1 day before** a confirmed positive COVID-19 person developed symptoms.
- Employee reports close contact (less than 6 feet, greater than 5 minutes) with a confirmed positive COVID-19 person **while the person was experiencing symptoms.**
- Employee reports direct contact with a COVID-19 infected specimen(s).

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. **Is the employee a Mayo Clinic consultant** who has **AT LEAST ONE** of following symptoms: **fever (>100.4F) or subjective fever, new cough, shortness of breath, respiratory distress, chills, myalgias, headache, nausea/vomiting, diarrhea, rhinorrhea, sore throat, fatigue, or dizziness?**

If yes, complete the following.

- Coordinate testing for COVID-19
- 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).
- For Claims Purpose Only: Check "Self-Observation" box in OCM.
- **Protocol Ends.**

If no, **employee is a Mayo Clinic Consultant** who does not meet symptom criteria, **proceed to 3: Asymptomatic-No Exposure.**

2. **All other staff:** Does employee report fever of > 100.4 F 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**, complete the following:

- For Claims Purposes Only: Check “Self-Observation” 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**, complete the following:

- Follow the IPAC Nurse Phone Line Screening Tool
- If employee **meets criteria for COVID-19 testing**:
 - 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 by selecting **TEST RESULTS** template.
 - For Claims Purposes Only: Check “Self-Observation” 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 remain isolated, contact Occupational Health immediately, and **DO NOT PRESENT TO WORK**. Protocol ends.

SCREENING SECTION C [Exposure]:

1. Does the employee have **AT LEAST ONE** of following symptoms: **fever (>100.4F) 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/Risk Assessment].**

SECTION D [Exposure/Symptomatic]:

- Instruct employee to go home or remain at home and maintain a distance of greater than 6 feet from others.**
- Coordinate testing for COVID-19, **if not already completed.**
- Proceed to Section E and complete a risk assessment.** After completing the risk assessment:
 - **If Active Monitoring is indicated**, proceed to Section F [Active Monitoring] and complete all steps outlined in that section, including issuing a 14 day work restriction.
 - **If Self-Monitoring is indicated**, 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).
 - **Proceed to Section G [Self-Monitoring]** and complete the additional steps outlined in that section.

SECTION E [Exposure/Risk Assessment]:

1. Employee works in a patient care environment.

- Yes – **Proceed to 2.**
- No – Proceed to COVID-19 Community Exposure Screening Tool to complete risk assessment. **Reminder:** If the exposure occurred in the workplace, record it as work related exposure in the OCM Issue. **Protocol Ends.**

2. Employee reports a blood or body fluid (BBF) exposure or breach in PPE while caring for a patient with a confirmed or suspected COVID-19 positive patient, or with an infected specimen(s).

(**Note: While body fluids other than respiratory secretions have not been clearly implicated in transmission of COVID-19, **unprotected** contact with other body fluids, including blood, stool, vomit, and urine, should also be considered as potentially putting HCP at risk of COVID-19 infection, until further data are available.)

- Yes —Transfer the employee to the High Consequence Infectious Disease Team. xxx-xxx-xxxx **Protocol ends.**
- No – **Proceed to 3.**

3. Employee reports they were present in the room for a procedure likely to generate higher concentrations of respiratory secretions or aerosols such as cardiopulmonary resuscitation, intubation, extubation, bronchoscopy, nebulizer therapy, open tracheal suctioning, nasotracheal suctioning, non-invasive ventilation (BiPAP/CPAP), heated humidified high flow nasal cannula, upper GI endoscopy, ENT procedures on the upper airway, or sputum induction while wearing gown, gloves, eye, nose, and mouth protection but was not wearing a respirator including N95/PAPR -OR- reports not wearing all recommended PPE (gown, gloves, eye, nose, and mouth protection including N95/PAPR) at time of procedure involving a confirmed COVID-19 positive patient.

(**Note: NP specimen collection does not require healthcare worker wear an N95/PAPR. Room closure is not required after NP swab is collected. In inpatient settings, procedures with aerosol-generating potential have been risk stratified to provide clarity in patient care.)

- Yes – Begin Active Monitoring (**Outlined in Section F**). **Protocol ends.**
- No – **Proceed to 4.**

4. Employee reports prolonged close contact¹ WITHOUT the source wearing a facemask with unprotected eyes, nose, and mouth with a confirmed positive COVID-19 patient while the patient was symptomatic.

- Yes – Begin Active Monitoring. (Outlined in Section F). Protocol ends.
- No – Proceed to 5.

5. Employee reports prolonged close contact¹ while the symptomatic source was wearing a face mask, whether or not the employee was also wearing a facemask.

- Yes – If HCP working as desk triage, intake staff, reception, scheduling, or adjunct personnel obtaining blood pressure, temperature, and pulse begin Self-Monitoring. (Outlined in Section G). If not, begin Active Monitoring. (Outlined in Section F). Protocol ends.
- No – Proceed to 6.

6. Employee reports caring for or having contact with a confirmed positive COVID-19 patient while the patient was symptomatic using all recommended PPE (e.g. a facemask, eye protection, gloves, and a gown).

- Yes – Begin Self-Monitoring. (Outlined in Section G). Protocol ends.
- No – Proceed to 7.

7. Employee reports close contact (less than 6 feet, greater than 5 minutes) 1 day before a confirmed positive COVID-19 person developed symptoms and WAS NOT wearing eye, nose, or mouth protection.

- Yes – Begin Self-Monitoring. (Outlined in Section G). Protocol ends.
- No – Proceed to 8.

8. Employee reports unprotected brief interactions (defined as less than 5 minutes) with a patient regardless of whether the patient was wearing a facemask (e.g. brief conversation at a triage desk; briefly entering a patient room but not having direct contact with the patient or their secretions/excretions; entering the patient room immediately after they have been discharged).

- Yes – Exposure is considered low-risk. Employee should continue to follow self-observation of symptoms/temperature and remain alert for subjective fever or symptoms. Protocol ends.
- No – Protocol ends.

¹ Prolonged close contact is defined as:

- a. being within approximately 6 feet, of a person with 2019-nCoV infection for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room). Current prolonged exposure defined as anything longer than a brief exposure (defined as less than 5 minutes).
- or-
- b. having unprotected direct contact with infectious secretions or excretions of the patient (e.g., being coughed on, touching used tissues with a bare hand).

SECTION F: ACTIVE MONITORING:

- 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 14 days after last known date of exposure.
- 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 the follow-up is to ensure employee is asymptomatic, without new exposure and clear to return to work.
- **Read to Employee (from the Privacy Office):** “Please continue to reinforce our commitment to the privacy of our patients and partnership with public authorities to provide relevant and appropriate information to the public. If staff interact with a patient suspected of COVID-19, do not share this information with other colleagues who are not involved in their care or individuals outside of work.”
- **Read to 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 material [**Test Results Template**, Home Prevention/Precautions]
- **For Claims Purposes Only:** Check “Active Monitoring” box in OCM.
- **Protocol ends.**

SECTION G: SELF-MONITORING

Work Restrictions:

- If the employee has **at least one** of following symptoms: fever (>100.4F) or subjective fever, new cough, shortness of breath, respiratory distress, chills, myalgias, headache, nausea/vomiting, diarrhea, rhinorrhea, sore throat, fatigue, or dizziness, 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).
- If the employee does not report any symptoms (asymptomatic), no work restrictions are needed.
- **Read to 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.”
- **Read to Employee (from the Privacy Office):** “Please continue to reinforce our commitment to the privacy of our patients and partnership with public authorities to provide relevant and appropriate information to the public. If staff interact with a patient suspected of COVID-19, do not share this information with other colleagues who are not involved in their care or individuals outside of work.”
- **Read to Employee:** “If you continue to be involved in the care of a COVID-19 patient, you will be required to sign a patient care log during each shift. Further evaluation of exposure risk assessment will be required if you experience a breach in PPE, unprotected exposure, or a blood and body fluid (BBF) exposure while working with a COVID-19 patient or infected specimen.”
- 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 Log to their online 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.**