



Guidance for Employee/Supervisor Testing and Diagnosis of COVID-19 {Organization} Occupational Health Services

General Guidance

- Infection Prevention and Control (IPAC) and Occupational Health Services (OHS) have robust processes to keep employees safe and will proactively reach out if they are at risk.
- Unless you are experiencing symptoms or are contacted by OHS, you can safely report to work.
- It is important to contact OHS and *not* report to work in the following situations:
 - You tested positive for COVID-19
 - You need updated work status restrictions related to COVID-19.
 - You have taken the [COVID-19 Self-Assessment Tool](#), and have been instructed to contact OHS
 - In the last 48 hours, you have had any of the following new or worsening symptoms:
 - Fever of 100.5 F (38 C) or greater
 - New cough
 - New shortness of breath
 - New sore throat
 - New diarrhea
 - New fast breathing (respiratory distress)
 - New chills
 - New muscle aches (myalgias)
 - Loss of taste or smell
 - You have had close community contact with a person with a laboratory confirmed case of COVID-19. (Close contact is defined as being within about 6 feet of a person with COVID-19 for more than 10 minutes, or have had direct contact with infectious secretions, such as being coughed on.)
- Take steps to protect yourself — [COVID-19 digital assessment tool](#).
- If at any time you become symptomatic, contact at the 24/7 COVID-19 Help Line at XXX-XXX-XXXX.

Work status reports, also referred to as work restrictions, are issued by OHS and are for the purposes of providing employees and supervisors information. Any time that OHS has contacted an employee or supervisor and an assessment is needed, both the employee and supervisor will receive a work status report.



Scenario	Process
<p>An <u>employee</u> has been contacted by Occupational Health Services (OHS) related to a potential exposure to someone with a confirmed case of COVID-19</p>	<ul style="list-style-type: none"> • Stay calm. Proactive outreach is in place to prevent the spread of infection and for the safety of patients, staff and community members. • You and your supervisor will be contacted by phone and email. Remember that any information shared with you must be treated as confidential. • If you are on {Organization} campus, notify your supervisor and promptly excuse yourself from the work unit. It is important to not return to campus until you have been assessed and cleared by OHS. • OHS will evaluate your personal level of exposure risk and recommend next steps, which may include ability to return to work immediately, testing, quarantine, or time away from {Organization} campus. • If OHS recommends time off campus and telework is not an option, benefit eligible employees will receive approval for short-term disability (no waiting period) for up to two calendar weeks. Recovery and Claims Services will complete the short-term disability paperwork on behalf of the employee and will facilitate payment. Non-benefit eligible staff should work with their supervisor to determine if Pay Code XXX will apply (pay code eligible through 4/28/20). <p>Before you return to a {Organization} campus:</p> <ul style="list-style-type: none"> • Wait for an official work status report to be issued by OHS. • Take your temperature twice a day, including before reporting to work and monitor for symptoms consistent with COVID-19. • If you develop symptoms, call the enterprise 24/7 COVID-19 Help Line at XXX-XXX-XXXX.
<p>A supervisor has been informed of an employee with a potential exposure to someone with a confirmed case of COVID-19</p>	<ul style="list-style-type: none"> • Maintain confidentiality when testing is occurring. • Continue to reinforce: <ul style="list-style-type: none"> ○ Infection Prevention and Control and OHS have robust processes to keep staff safe and will proactively reach out if at risk. Unless they too are experiencing symptoms, staff can stay at work even if a co-worker is being tested. ○ Remind staff to take steps to protect themselves - this includes washing hands, following social distancing guidance, monitoring for symptoms and staying home if they don't feel well. • There is no longer a need to complete an Employee Incident Work report due to widespread community transmissions. In the event the claims team determines the absence is COVID-19 related, the employee and supervisor will be contacted. • Wait for an official work status report to be issued by OHS before the employee returns to {Organization} campus. • Review the COVID-19 Paycodes resource on HR Connect →Employee & Occupational Health →COVID-19 Paycodes. • Work with non-benefits eligible staff to determine if Pay Code XXX would apply (pay code eligible through 4/28/20). Reach out to HR Connect as a resource. • Find more information related to Pay & Benefits here.