Employee Guidelines for COVID-19 Symptoms or Exposure, Testing and Return-to-Work Guidance
Last updated: 1/8/21

Please note: UC Health and UCP employees will report through UC Health Employee Health and Wellness (REDCap).

For assistance, email UCH-Employee-Health@uchealth.com

COVID-19 Symptoms
- One (1) of the following: Cough, or shortness of breath, or difficulty breathing; **OR**
- Two (2) of the following: Fever or feeling feverish, body aches, headache, sore throat, nasal congestion, diarrhea, nausea and/or vomiting, rigor/ uncontrollable shaking, chills, fatigue, loss of smell, loss of taste.

Employees Who Are Symptomatic

1. Do not go to work. If at work when symptoms develop, notify manager and leave immediately.

2. Employees must call off according to their departmental policy.

3. **Employees must IMMEDIATELY complete a REDcap survey to report symptoms**. The employee will receive immediate guidance on testing and work status. The employee must read completely and select a category (A, B, C or D) based on your circumstances for specific guidance. To access REDCap:

   a. Visit the COVID-19 Page on The Link; or
   b. https://is.gd/UCHealthCOVID; or
   c. Email: covid-redcap@uchealth.com

4. REDCap will advise the employee if testing is necessary.

5. If testing is indicated, the employee will choose the test date and location. If testing is scheduled on the same day as completion of REDCap, please allow 30 minutes between completion of REDCap and arrival to the test site.

6. REDCap will automatically generate and send the lab order to the test location.

7. Employees do not need to speak to an Employee Health employee in order to be tested. However, completion of REDCap is required.

8. Employees who have tested elsewhere need to forward results to Employee Health. The employee will need to complete REDCap and follow all call-off procedures.

Employees Exposed to a Known COVID-19 Positive Person or PUI

Significant exposure is defined as prolonged contact for 15 minutes or greater within 6 feet without the use of proper personal protective equipment (PPE).

1. If exposure has occurred at work, home or socially, employees may continue to work as long as they do not have symptoms (see symptoms above). Employees must wear appropriate PPE at all times while working and at UC Health facilities.

2. Employees must complete REDCap to report exposure. See No. 3 above.

3. Employees will be prompted to be tested. The employee will need to select test date and location.

   When testing due to exposure, employees must wait a minimum of 48 hours from date of last known exposure to be tested. It is preferable to wait between 5 to 7 days post exposure before testing.

4. Employees must track symptoms for 14 days from date of exposure. REDCap will send daily reminders to complete daily symptom tracking.

5. If the employee becomes symptomatic during the 14-day symptom-tracking period, they may not work (see symptom criteria above). If at work when symptoms develop, please leave immediately after notifying supervisor.

6. Follow normal call-off process if employee develops symptoms while not at work.

7. The employee should report development of symptoms in REDCap when completing daily review.

8. If REDCap indicates that testing is necessary, please choose test date and location. Proceed for testing on the date chosen. If testing is scheduled on the same day as completion of REDCap, please allow 30 minutes between completion of REDCap and arrival to the test site.

What to Expect If Tested For COVID-19

1. Test results are usually back within 24-48 hours and are sent to Employee Health. In most instances, employees will be notified within this time frame. If an employee is tested on Friday, Saturday or Sunday, they will *not* receive their results until the following Monday if they are negative. Positives are resulted out as soon as we receive them. Employee results will be sent to the individual's UC Health email address.

2. Employees who test positive will receive a call from Employee Health with the positive result and guidance on return-to-work at that time.

3. Employees who test negative will receive an email with the results and return-to-work guidance.

4. UC Health managers are notified by email from UCH-Employee Health@uchealth.com of all positive and symptomatic negative results and return-to-work guidance.

Returning to Work

1. When determining return-to-work dates, the date of symptom onset (for symptomatic employees) or date tested (asymptomatic employees) is considered Day 0 (zero). The count will begin with the next day. Employees must be off the full 3, 10 or 20 days.

   Example: Symptoms began on July 1 and the employee tested negative. The employee could return to work on July 5 as long as all criteria are met.

2. Employees who test negative need to be off work for 72 hours from onset of symptoms (see symptom criteria above) **AND** at least 24 hours have passed since resolution of fever without the use of fever-reducing medication **AND** symptoms are improving.

3. Employees who test positive:

   o   Employee Health will review with employees if they are severely immunocompromised or have severe illness.

   o   If an employee has the ability to work remotely and this is approved by the manager, they may continue to work remotely if positive. They may not work onsite at any UC Health facility and should follow the guidance below.

   o   Employees who are not severely immunocompromised or severely ill must remain off work for 10 days from onset of symptoms **AND** at least 24 hours have passed since resolution of fever without the use of fever-reducing medication **AND** symptoms are improving. They must be restricted from contact with severely immunocompromised patients (e.g. transplant, heme-onc) until 14 days after illness onset.

   o   Employees who are severely immunocompromised or have severe or critical illness must remain off work for 20 days from onset of symptoms **AND** at least 24 hours have passed since resolution of fever without the use of fever-reducing medication **AND** symptoms are improving. They must be restricted from contact with severely immunocompromised patients (e.g. transplant, heme-onc) until 14 days after illness onset.

   o   The Department of Health is notified of all positive results. They will contact the employee and provide guidance on return-to-work and complete contact tracing. UC Health follows CDC guidance for a symptom-based return to work strategy for healthcare workers. The Health Department provides guidance for a multitude of industries and individuals. Because of this, they may provide guidance to remain off work for 14 days. UC Health and UCP employees should follow UC Health return-to-work guidance.