

July 2020

To ensure all COVID-19 exposures are notified timely. Infection Control (IC) will work in conjunction with Occupational Health (OH) and the department leader and/or CMO. **Below are the two items that will help us with exposure tracking for patients testing positive for COVID-19.**

- Documentation of care provided to all patients will be logged at the entrance to the patient's door by anyone entering the room. The log will follow the patient, including to ancillary depts. and/or procedures until discharge and be maintained after discharge in infection control.

### Staff and Provider Log

FIN# \_\_\_\_\_

Please fill out log upon entering room

Date	Time	Name	Employee ID	Department	Signature	PPE Worn
						Gown [ ] Mask Type: N95 [ ] Surgical [ ] Gloves [ ] Goggles/Face Shield [ ]

- When positive results of COVID-19 are received, IC will request a report of all staff and providers documenting in Cerner by emailing [privacy@baptisthealth.net](mailto:privacy@baptisthealth.net)
- IC will notify the department leaders of staff with potential exposures and staff will be interviewed to determine exposure via the CDC algorithm.

Exposure Type	Personal Protective Equipment (PPE) Used	Work Restrictions
HCP who had prolonged close contact (< 6 feet for ≥ 15 minutes) with a Confirmed COVID-19 positive patient, employee/HCP or visitor	<ul style="list-style-type: none"> <li>HCP not wearing a respirator/facemask</li> <li>HCP not wearing eye protection if COVID-19 positive person was not wearing a facemask or cloth face covering</li> <li>Refer to BHSF PPE Poster for more details <a href="\\intranet-admin.bhssf.org/en/departments-and-directories\ebcc\Documents\Category\Coronavir us\PPE Poster.pdf">\\intranet-admin.bhssf.org/en/departments-and-directories\ebcc\Documents\Category\Coronavir us\PPE Poster.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>Exclude symptomatic HCP with suspected or confirmed COVID-19 AND Asymptomatic HCP with confirmed COVID-19+ test from work until cleared by Occupational Health based on BHSF's HCP Return to Work Guidelines</li> <li>Allow asymptomatic employees exposed to confirmed COVID-19+ patient/co-worker to work as long as they wear a mask at all times, perform daily temperature/symptom checks and remain asymptomatic</li> <li>Advise HCP to monitor themselves daily for fever ≥ 100.4 or symptoms consistent with COVID-19</li> <li>Any HCP who develops fever or symptoms consistent with COVID-19 must immediately contact the Occupational Health hotline (786-596-2345) to report symptoms and arrange for medical evaluation and testing if needed</li> </ul>
Any duration of exposure during aerosol-generating procedure	<ul style="list-style-type: none"> <li>HCP not wearing all recommended PPE (i.e., gown, gloves, eye protection, respirator) while performing an aerosol-generating procedure</li> </ul>	
HCP other than those with exposure risk described above	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>No work restrictions</li> <li>Follow all recommended infection prevention and control practices, including wearing a facemask at all times for source control while at work, monitoring themselves daily for fever ≥ 100.4 or symptoms consistent with COVID-19, not reporting to work when ill and undergoing active screening for fever or symptoms consistent with COVID-19 at the beginning of their shift</li> <li>Any HCP who develops fever or symptoms consistent with COVID-19 should immediately self-isolate and contact the Occupational Health hotline (786-596-2345) to report symptoms and arrange for medical evaluation and testing if needed</li> </ul>

#### CONTACT TRACING GUIDELINES:

- Confirmed or Probable COVID-19—Symptomatic**  
**Start date: 2 days before symptom\*** onset  
**End date: Beginning of isolation period**  
 \*All possible symptoms should be considered with particular attention to those that may be mild and/or nonspecific (e.g., fatigue, muscle pain) and those less common.
- Confirmed or Probable COVID-19—Asymptomatic**  
**Start date: 2 days before the date of specimen collection for confirmed laboratory test**  
**End date: Beginning of isolation**

4. The “COVID-19 Post Exposure Log” will be completed by the IC team and department leadership for staff and provider exposure notifications and will be forwarded to Occupational Health for follow up.

**COVID 19 Post Exposure Log**

Facility/Entity:		Source Information: Patient Fin# or Employee Name & ID#							
Date of Service/Exposure:	Employee Name - Discipline	Home Site/Department	Job Title	Employee ID Number	Employee DOB	Employee Cell Number	Was employee in close contact (< 6 feet) with COVID + patient, employee or visitor (Yes/No)?	Was the close contact 15 min or longer (Yes/No)?	Was employee wearing a respirator/surgical mask AND eye protection (goggles or face shield) if COVID+ person was not wearing facemask (Yes/No)? If no, specify which PPE not used.

Was employee wearing ALL PPE (ie: gown, gloves, eye protection & respirator) during aerosol generating procedure (Yes/No/NA)? If no, specify which PPE not used.	Is employee having any symptoms that started after direct contact with the patient (Yes/No)?	Comments	<p>(IC/OH Only) Remove from work and quarantine Symptomatic employee with COVID-19 AND Asymptomatic COVID-19 positive employee if in close contact with Confirmed COVID-19 patient/employee for 15 min or longer AND not wearing appropriate PPE (Yes/No)?</p> <p><i>Note: Asymptomatic exposed employees can work and must wear a mask at all times, do daily temp/symptoms checks and report to OHO if they develop symptoms or COVID positive test.</i></p>	Quarantine Start Date (if applicable)
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5. Employees and providers placed on leave, due to quarantine, should be handled in a way to maintain their privacy.
6. Refer any questions to Infection Control at your entity.