

Employee Occupational Health Plan for COVID-19 Related Exposures

Orlando VA Healthcare System

Employee Occupational Health (EOH) will collaborate closely with infection control and monitor updated CDC and VA guidelines for affected employees. Supervisors should not send asymptomatic or symptomatic employees to EOH and instead contact the department by phone.

This current plan is based on current CDC recommendations as of March 18, 2020. Changes may occur to the process as recommendations from the CDC and other organizations evolve over time.

1) Occupational Exposures:

a) Asymptomatic Employee with Occupational Exposure to Person Under Investigation (PUI)

1. Infection Control will send name of employee to EOH via case log tracker.
2. If exposed employee was wearing ALL appropriate PPE, employee will be advised that they can work if asymptomatic and should don a surgical mask until the PUI is cleared (negative COVID-19 test).
3. If exposed employee was NOT wearing appropriate PPE, employee's work status will be determined by EOH and Infection control utilizing current CDC guidance for risk assessment.
 - a. If EOH determines that employee is unable to physically remain at work, employee should notify their supervisor and discuss telework/leave options.
4. Employee will be advised to perform self-temperature check twice/day and monitor for symptoms (cough, SOB, sore throat) until the PUI is cleared (negative COVID-19 test).

b) Asymptomatic Employee with Occupational Exposure to Confirmed COVID-19 Case

1. Infection Control will send name of employee to EOH via case log tracker.
2. EOH will determine exposure risk utilizing current CDC guidance.
 - a. Employee identified as **LOW RISK**:
 - i. Employee will be advised that they can work if asymptomatic AND will don a surgical mask while working at the healthcare facility during the 14 days following exposure to a patient with confirmed COVID-19 infection.
 - ii. Employee will be advised to perform self-temperature check twice/day and monitor for symptoms (cough, SOB, sore throat) with daily reporting to EOH via telephone or virtual means until 14 days after last exposure.
 - iii. Employee will report weekend temperature readings the next business day.
 - iv. If the employee becomes symptomatic or develops a temperature above 100.0 F, they should follow the Symptomatic Employee with Occupational Exposure guidelines below.
 - b. Employee identified as **MEDIUM** or **HIGH RISK**:
 - i. Employee will be advised to self-quarantine and be excluded from work for 14 days after last exposure.
 1. Employee should notify their supervisor and discuss telework/leave options.

- ii. Employee will be advised to perform self-temperature check twice/day and monitor for symptoms (cough, SOB, sore throat) with daily reporting to EOH via telephone or virtual means until 14 days after last exposure.
- iii. Employee will report weekend temperature readings the next business day.
- iv. If the employee becomes symptomatic or develops a temperature above 100.0 F, they should follow the Symptomatic Employee with Occupational Exposure guidelines below.

c) Symptomatic Employee with Occupational Exposure to PUI or Confirmed COVID-19 Case

If any employee with an occupational exposure to a PUI or confirmed COVID-19 case becomes symptomatic (fever > 100.0 F, subjective fever, or respiratory symptoms), they should immediately self-isolate and follow the below instructions for further evaluation and testing:

1. If Employee is at Work:

- a. Employee should immediately cease patient care activities, don a facemask (if not already wearing), and notify their supervisor.
- b. Supervisor will escort employee to designated isolation room at the facility which is equipped with a telephone or virtual evaluation equipment.
- c. During normal business hours (730AM – 4PM Mon - Fri) from the designated isolation room the employee will contact EOH: 407-631-2831 OR 407-631-2848 for a telephone or virtual evaluation with EOH provider.
 - i. The nurse for the designated isolation room will receive instructions and further orders from the treating EOH provider or infection control regarding obtaining COVID-19 test collection.
- d. Outside of normal business hours, occupational health concerns are handled by the Lake Nona Emergency Department and the employee should be escorted to the ED isolation room. The Emergency Department will notify EOH of any employees seen during WHEN hours.

2. If Employee is at Home:

- a. Employee should contact their primary care provider, urgent care, emergency department or local health department for further instructions on evaluation and testing.
- b. The employee will notify EOH about their symptoms and any subsequent testing performed by the employee's treating physician during normal business hours.

2) Community Exposure (**This includes all exposures outside of work****):**

a) Asymptomatic Employees with Travel-related or Confirmed Community COVID-19 exposure

- 1. Employee will inform EOH (407-631-2831 OR 407-631-2848) prior to returning to work that they have had a community or travel related exposure.
- 2. EOH will provide guidance regarding further monitoring and work restrictions based on current CDC recommendations.
 - a. Employee identified as **LOW RISK**:
 - i. Employee will be advised that they can work if asymptomatic.
 - ii. Employee will don a facemask while working at the healthcare facility during the 14 days after exposure.

- iii. Employee will be advised to perform self-temperature check twice/day and monitor for symptoms (cough, SOB, sore throat) until 14 days after last exposure.
 - b. Employee identified as **MEDIUM** or **HIGH RISK (this includes all cruise travel)**:
 - i. Employee will be advised to self-quarantine and be excluded from work for 14 days after last exposure.
 - 1. If EOH determines that employee is unable to physically remain at work, employee should notify their supervisor and discuss telework/leave options.
 - ii. Employee should monitor for symptoms and contact their primary care provider, urgent care, emergency department or local health department as appropriate for further evaluation and testing.
- b) **Symptomatic Employees with Travel-related or Confirmed Community COVID-19 Exposure**
 - 1. Employee should notify supervisor that they are unable to report for work and discuss telework/ leave options.
 - 2. Employee will inform EOH (407-631-2831 OR 407-631-2848) that they have had a community or travel-related exposure.
 - 3. Employee will be advised to contact their primary care provider, local public health department, or local emergency department for further evaluation. Employee is advised to contact these services prior to arrival for further coordination of care.
 - 4. If the employee is confirmed to be COVID-19 positive, the employee should notify EOH.

3) Tracking Employees who have a Positive Screening at the Check-in Points:

- a) Employees who have been identified as not passing the screening test administered at the check-in points will be handed the positive screen employee form with the following instructions:
 - 1. During Normal business hours (730AM – 4PM Mon - Fri) contact EOH: 407-631-2831 OR 407-631-2848 for a telephone triage from their vehicle.
 - 2. Outside of Normal business hours EOH concerns are handled by the Emergency Department or the employee may go home and contact EOH during normal business hours. The Emergency Department will notify EOH of any employees seen outside of normal business hours.
- b) If EOH or Emergency Department determines that the employee should not be physically at work, the employee will notify their supervisor as directed below.
 - 1. If the employee is well enough to work:
 - a. Telework Ready: Inform supervisor of status and request appropriate telework.
 - b. Not Telework Ready: Inform supervisor of status and request accrued AL, SL or LWOP.
 - 2. If the employee is not well enough to work:
 - a. Inform your supervisor and request AL, SL or LWOP.
 - 3. Return to work when employee feels well enough to work, is afebrile for more than 24 hours without the use of fever reducing medications, and has no new symptoms.
 - 4. The employee's supervisor may request a medical note from the treating provider if the employee is absent from work for more than 3 days.

4) Crisis Strategies to Mitigate Staffing Shortages

- a) Local health departments might determine that the recommended approaches cannot be followed due to the need to mitigate staffing shortages. In such scenarios:
 - 1. Employees might be evaluated by EOH to determine appropriateness of earlier return to work than recommended above.
- b) If Employee returns to work **earlier than recommended above**, they should still adhere to the Return to Work Practices and Work Restrictions recommendations above.

5) Supervisor Notification of recommendation for Employee absence

- a) All medical fitness determinations made by EOH and the Emergency Department will be communicated to the employee's immediate supervisor as soon as possible.

6) COVID-19 is a recordable illness when an employee is infected on the job and thus EOH department will collaborate closely with Human Resources on OSHA recordkeeping and reporting.