

## PROPOSED COMMUNICATION AND TRACKING OF ALL POTENTIAL AND CONFIRMED EXPOSURES

- **Identification**
  - IPC will be notified.
  - Team activated for tracking (PI, Clinical Quality & EH).
- **Tracer**
  - Immediate tracer of medical record, to identify potentially exposed staff
- **Communication**
  - PI, Clinical Quality & IPC
    - Communicates to VP's of the designated area of potential exposure
    - Contacts department head/manager of potentially exposed staff, inclusive of off-hour & weekends
  - Department Head/Manager
    - Contacts employees to inform them of potential exposure utilizing script
    - Documents employees contacted (dates/times of contact)
    - Continues phone calls to employees not originally reached
    - Documentation sent to IPC for tracking
  - Employee Health
    - Provides results of potential exposure to employee
- **Documentation**
  - Complied/secured in shared file with limited access to only IPC and EH

- **Script to be utilized by each Department Head/Manager:**

You have potentially been exposed to a possible case of COVID-19

Date:

These are your next steps for the following **14** days:

- Record and report your temperature twice per day
- Self-monitor for respiratory illness including cough
- Asymptomatic:
  - Call Employee Health the day before next scheduled shift at ext. 4612
  - Prior to each scheduled shift during this 14 day time frame, report to Employee Health for daily temperature screening Mon-Fri. If your shift is not Mon-Fri, contact the Nursing Supervisor for screening at ext. 4400. If you are afebrile and asymptomatic, you are permitted to return to work for your scheduled shift wearing a surgical mask.
- **PLEASE REPORT ANY SYMPTOMS TO EMPLOYEE HEALTH IMMEDIATELY FOR FURTHER FOLLOW-UP.**
- If you have any questions or concerns, please contact Employee Health