

## DAILY: Required Team Member Attestation and Health Screening

07/22/20 v1.0

**Applies to: All MultiCare Workforce (employees, contractors, providers, volunteers).**

### Guidelines for Employee, Contractor and Workforce Screening During COVID-19 Pandemic

Revised as of July 29, 2020 and April 17, 2020. Original: March 25, 2020

All MultiCare team members (employees, workforce members, contractors) who physically come to work are asked to follow new guidelines.

- These guidelines are intended to reduce the risk of employees and workforce members physically reporting to work with possible COVID-19 infection.  
(Note: Visitors are excluded from these guidelines. Please refer to the visitor policy for screening of visitors).
- Guidelines apply to clinical and non-clinical team members across the system.

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MultiCare employees should not be reporting to work with symptoms consistent with an infectious disease.

Work areas are asked to implement the following screening protocol for all team members (employees, workforce members/contractors) upon arrival to work. Providers are requested to report to whichever site they first present to complete screening.



### All clinical and non-clinical team members:

Due to thermometer limitations, each site will implement ONE of the below methods:

- Attestation only at beginning of shift: Team members sign in and attest that they do not have symptoms suggestive of COVID-19 infection (Fever  $\geq 100.4$  F or  $\geq 99.6$  F if 65+ yrs., chills, new cough, shortness of breath, sore throat, runny nose, congestion, significant fatigue, body aches, loss of sense of taste or smell, nausea, vomiting, diarrhea not attributable to another condition.)

OR

- Attestation and temperature reading at beginning of shift: Team members sign in and attest that they do not have symptoms suggestive of COVID-19 infection after taking their temperature (Fever  $\geq 100.4$  F or  $\geq 99.6$  F if 65+ yrs., chills, new cough, shortness of breath, sore throat, runny nose, congestion, significant fatigue, body aches, loss of sense of taste or smell, nausea, vomiting, diarrhea not attributable to another condition)

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If the employee has any symptom consistent with COVID-19, they are to notify their manager, prepare to go home and follow "Employee Guidance – COVID19 Symptomatic and Exposed Staff" (below) and get scheduled for testing. This does not require contacting Employee Health.\*

### By writing in your Employee ID # below, you are attesting that:

1. You are aware of the MultiCare Health System policy against reporting to work if you have any symptoms AND you have completed the required screening for your site (symptom-free attestation OR symptom-free attestation with temperature check).
2. Symptom Free means NO: 1. Fever\* or febrile symptoms, 2. New cough that is not attributable to another medical condition, 3. New muscle aches (myalgias) or significant fatigue not attributable to another medical condition or another specific activity (e.g. due to physical exercise), 4. Throat pain (pharyngitis), congestion or runny nose not attributable to another medical condition, 5. New shortness of breath (dyspnea) not attributable to another condition, 6. Loss of smell or taste, 7. Nausea, vomiting or diarrhea

\*fever does not require employee to actually measure temperature at home. Just attesting that do not feel febrile.

Date: _____		
Dept. Name & Location: _____		
Manager Contact: _____		
Employee ID #	Job Role	Temperature



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### Suggested Department Procedure

#### **Talking Points: Why are we doing this?**

As the COVID-19 pandemic has evolved, we are experiencing community spread, and spread amongst co-workers. There have been several departments where co-worker to co-worker spread has occurred. To protect one another, it is important to take a public health view of our workforce and screen all health care workers. Trust in each employee and workforce members has never been higher. This protocol adds a layer of protection for you, our patients and your family. We are working hard to reduce the untoward effects of us contracting COVID-19. Please review this material. Your tolerance of frequent adjustments is appreciated.

#### *Suggested Department Procedure:*

1. Complete symptom attestation OR symptom attestation with temperature screening (depending on thermometer availability).
2. Screening will be conducted on every work unit (clinical and non-clinical), every day at shift change (trying to avoid pile-ups).
3. Staff should enter the building wearing appropriate facial covering, go directly to their reporting unit and minimize stops. None of us know if we are in the 48 hours prior to onset of symptoms and could be contagious to those around us. Wearing a mask over your nose and mouth (without an exhaust valve) protects those around you.
4. Upon arrival, providers are requested to report to whichever site they first present to complete the attestation and temperature screening.
5. Students are to be included in the screening process unless otherwise notified.
6. Managers (or designee) to collect names at the start of each shift (may assign admin staff).
7. Managers to maintain logs (provided). Keep a rolling four (4) weeks of historical data.
8. At team huddle, circulate the attestation form to employees for completion. Consider distributing commercial surgical masks (N95 as required by department).
  - a. Remember to share a safety story, recognize excellence, and celebrate the great work we are doing together!
9. Many cases of COVID19 infection do not include fever. Staff are attesting to having no symptoms of COVID19,. If employee or workforce member screens positive for one symptom (or more), employee is to return home and follow the "Employee Guidance – COVID19 Symptomatic and Exposed Staff" (below).

## Employee Guidance – COVID19 Symptomatic and Exposed Staff

### When do I act? What do I do?



**Step 1:** Evaluate your Symptoms – if you have any one of the following, stay at home and go to Step 2.

- Fever  $\geq 100.4$  F or  $\geq 99.6$  F if 65+ yrs., chills, new cough, shortness of breath, sore throat, runny nose, congestion, significant fatigue, body aches, loss of sense of taste or smell, nausea, vomiting, diarrhea not attributable to another condition.



**Step 2** – Complete online screening at [www.multicare.org/for-staff/](http://www.multicare.org/for-staff/). If you qualify you will be prompted to schedule a visit at an Employee Testing Center. Employee Health will be notified of your COVID-19 results (no need to call or get EH approval).



**Step 3:** Notify your Manager/call sick. Remain off work until results are received.



**Step 4:** If you do not go to an Employee Testing Center for your test, notify Employee Health. With approval from you, EH will attempt to retrieve your COVID-19 result collected within the MHS system.

- PSR: [employeehealthtacoma@multicare.org](mailto:employeehealthtacoma@multicare.org) or (253) 403-4007
- INW: [employeehealthinw@multicare.org](mailto:employeehealthinw@multicare.org) or (509) 473-7978

### When can I work on-site?

#### COVID-19 Positive Test or Symptomatic with Known Exposure/No COVID-19 Test:

- Parameters for Staff with mild to moderate illness who are not severely immunocompromised:
  - At least 10 days have passed since symptoms first appeared **and**
  - At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
  - Symptoms (cough, shortness of breath, fatigue, etc.) have improved
  - If never had symptoms (asymptomatic) restricted from on-site work until 10 days have passed since date of first positive test.
- Parameters for Staff with severe to critical illness or who are severely immunocompromised<sup>1</sup>:
  - At least 20 days have passed since symptoms first appeared **and**
  - At least 24 hours have passed since last fever without the use of fever-reducing medications **and**
  - Symptoms (cough, shortness of breath, fatigue, etc.) have improved
  - If never had symptoms (asymptomatic) restricted from on-site work until 20 days have passed since date of first positive test
- Need Return To Work (RTW) release from Employee Health.

#### COVID-19 Negative Test or No Known Exposure/ No COVID-19 Test:

- Return to work when no fever for 24 hours without Tylenol, etc.
- And clinically improved, no fever, uncontrolled cough, etc.
- Do not need Return To Work (RTW) note from EH or Provider.

## Employee Guidance – COVID19 Symptomatic and Exposed Staff

### FREQUENTLY ASKED QUESTIONS

- **Q1** I have had been exposed to someone who is confirmed to have COVID19. Can I come to work?
  - YES! As long as you do not have any symptom(s) of COVID19 you may report to work. It is important that you are very diligent about masking and strict hand hygiene at all times while at work around both patients as well as your co-workers, and that you excuse yourself from on-site work and seek testing if you develop symptoms. This is different than for the general public because of the critical role we play in assisting our community during this pandemic, and because of the safety measures we have instituted to stay safe (masking, low threshold for testing, asymptomatic testing post known exposure).
  
- **Q2** What is an exposure?
  - An exposure to COVID19 is defined as being closer than 6 feet of someone who has confirmed COVID19 without the use of proper PPE for the encounter.
  
- **Q3** What do I do if I have been exposed?
  - In the 14 days after the last exposure it is important to self-monitor for the development of any symptom(s) of COVID19, wear a mask over your nose and mouth (without a valve), stay at least 6 feet away from others, perform hand hygiene frequently, wipe down common surfaces after use (such as counters, phones, keyboards), and excuse yourself from work if you develop symptoms. You have the option to seek asymptomatic testing. There are important, limitations to asymptomatic testing to understand. See Q4 below for more details.
  
- **Q4** Is there value in asymptomatic testing for COVID19 after a known exposure?
  - There is some value in doing asymptomatic testing post known exposure. It may well identify infection early. However, infection does not show up immediately post exposure. Our parameters indicate getting tested 3-14 days post exposure. A negative test does not mean you will not become infected later during the 14-day window. Strict adherence to all infection control measures are as critical after a negative screen as they were prior to it. If you have not developed infection after 14 days, you did not contract it from that exposure.
  
- **Q5.** I had to be screened for COVID-19 before a procedure (i.e. colonoscopy). Do I need to stay off work while waiting on the test results?
  - Staff do not need to stay off from work for asymptomatic testing (i.e. post exposure, pre-procedure)

## Employee Guidance – COVID19 Symptomatic and Exposed Staff

- **Q6** If I have tested positive do I need to have a negative test before I can return to work.
  - No. The return to work criteria are listed above, and retesting is not indicated. Some people continue to screen positive on swab but do not remain contagious.
- **Q7** Can I get the COVID antibody blood test through Employee Health?
  - No. At this time there is no predictive value in the blood test. It does not identify active infection, nor does a positive test indicate ongoing immunity.