

## Novel Coronavirus (COVID-19) Baylor College of Medicine Continue to Work/Return to Work Guidelines for Staff

REVISED MARCH 20, 2020

Row	Symptoms	Should I continue to work?	Should I Stay at Home <sup>1</sup> ?
<b>A</b>	<b>Fever in the past 24 Hours?</b> •Fever = temp >38°C/100.4°F	<b>No</b>	<b>Yes</b>  <b>Instructions:</b> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Self-quarantine<sup>2</sup></li> <li>• Consider work from home if applicable/able</li> <li>• Contact OHP for evaluation</li> </ul>
<b>B</b>	<b>Any of these symptoms in the past 24 hours?</b> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Sore Throat</li> <li>• Difficulty Breathing</li> <li>• Body Aches</li> </ul>	<b>No</b>	<b>Yes</b>  <b>Instructions:</b> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Self-quarantine<sup>2</sup></li> <li>• Consider work from home if applicable/able</li> <li>• Contact OHP for evaluation</li> </ul>
<b>C</b>	<b>Any of these symptoms in the past 24 hours?</b> <ul style="list-style-type: none"> <li>• Runny Nose</li> <li>• Nasal Congestions</li> <li>• Sneezing</li> </ul>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Wear a standard surgical face mask</li> <li>• Do not work with High Risk Patients<sup>4</sup></li> <li>• Continue to monitor symptoms</li> <li>• Practice excellent hand hygiene</li> </ul> <ul style="list-style-type: none"> <li>• If you have seasonal allergies, consider a trial of an OTC allergy medication to alleviate symptoms</li> </ul> <ul style="list-style-type: none"> <li>• Immediately cease patient care activities if COVID-19 symptoms develop (even if mild)</li> </ul>	<b>No</b>  <b>Instructions for Clinical Personnel<sup>3</sup>:</b> Unless your symptoms interfere with your ability to wear a mask. In which case:  Contact your supervisor and stay home until symptoms are tolerable.  <b>Instructions for Non-Clinical Personnel:</b>  May continue to work.  NOTE: If COVID-19 symptoms develop, refer to instructions in Row B above.

	Exposures	Should I continue to work?	Should I Stay at Home <sup>1</sup> ?
<b>D</b>	<b>You travelled outside the U.S in the past 14 days to a CDC Level 3 Country?<sup>5</sup></b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Wear a standard surgical face mask</li> <li>• Do not work with High Risk Patients<sup>4</sup></li> <li>• Continue to monitor symptoms</li> <li>• Practice excellent hand hygiene</li> </ul> <ul style="list-style-type: none"> <li>• Immediately cease patient care activities if COVID-19 symptoms develop (even if mild)</li> </ul>	<b>No</b>  NOTE: If COVID-19 symptoms develop, refer to instructions in Row B above.  If you have been on self-quarantine based on prior Baylor restrictions, and are asymptomatic, please contact OHP to evaluate for RTW.
<b>E</b>	<b>You have been in close contact with someone with confirmed diagnosis of COVID-19 in the past 14 days?<sup>6</sup></b>	<b>Yes</b> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Wear a standard surgical face mask</li> <li>• Do not work with High Risk Patients<sup>4</sup></li> <li>• Continue to monitor symptoms</li> <li>• Practice excellent hand hygiene</li> </ul> <ul style="list-style-type: none"> <li>• Immediately cease patient care activities if COVID-19 symptoms develop (even if mild)</li> </ul>	<b>No</b>  NOTE: If COVID-19 symptoms develop, refer to instructions in Row B above.  If you have been on self-quarantine based on prior Baylor restrictions, and are asymptomatic, please contact OHP to evaluate for RTW.

<p style="text-align: center;"><b>F</b></p>	<p>You have been in close contact with someone with symptoms consistent with COVID-19 in the past 14 days, but unconfirmed by lab testing?</p>	<p><b>Yes</b></p> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Wear a standard surgical face mask</li> <li>• Do not work with High Risk Patients<sup>4</sup></li> <li>• Continue to monitor symptoms</li> <li>• Practice excellent hand hygiene</li> </ul> <p>• Immediately cease patient care activities if COVID-19 symptoms develop (even if mild)</p>	<p><b>No</b></p> <p>NOTE: If COVID-19 symptoms develop, refer to instructions in Row B above.</p>
<p style="text-align: center;"><b>G</b></p>	<p>You have been diagnosed with COVID-19?</p>	<p><b>No</b></p> <p>Exclude from work until:</p> <ul style="list-style-type: none"> <li>• At least 7 days have passed since symptoms first appeared</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• At least 3 days (72 hours) of improvement of respiratory symptoms</li> </ul> <p>Upon return:</p> <ul style="list-style-type: none"> <li>• Wear a face mask at all times until the symptoms are completely resolved <b>or</b> until 14 days after illness onset, whichever is longer</li> </ul>	<p><b>Yes</b></p> <p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>• Notify your supervisor</li> <li>• Self-quarantine<sup>2</sup></li> <li>• Consider work from home if applicable/able</li> </ul>

*Note: CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people, who in turn have a potential exposures to COVID-19, i.e., “contacts of contacts.” These people are not considered exposed to COVID-19*

Note:

<sup>1</sup> Contact [askhr@bcm.edu](mailto:askhr@bcm.edu) regarding leave categorization

<sup>2</sup> Refer to: <https://www.bcm.edu/coronavirus-preparedness/coronavirus-baylor-community/home-quarantine-instructions>

<sup>3</sup> Clinical Personnel are all staff that are patient facing. This includes, but is not necessarily limited to: physicians, resident physicians, nurses, physician assistants, MA's, clinic front desk staff

<sup>4</sup> Patients with the following conditions: Transplant, immunosuppression, chemotherapy

<sup>5</sup> Refer to CDC List: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<sup>6</sup> Refer to CDC Definition for close contact: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

#### Who needs to self-monitor for Novel Coronavirus (COVID-19):

- Anyone exposed to a confirmed COVID-19 patient due to lack of proper personal protective equipment (PPE). For example:
  - o You examined a confirmed COVID-19 patient without having both you and the patient wearing a regular mask
  - o A confirmed COVID-19 patient coughed / sneezed within 3 -6 feet of you and you were not wearing both a regular mask and eye protection.
  - o You touched a confirmed COVID-19 patient's respiratory secretions and then the secretions came into contact with your eye, nose, or mouth before you cleaned your hands
  - o You performed an aerosol-generating procedure (e.g. intubation, bronchoscopy, nebulizer treatment, positive pressure ventilation) without an N95 mask or PAPR.
- Anyone exposed within 6 feet for greater than 10 minutes to a COVID-19 co-worker who was not wearing a facemask, and you did not wear both a regular mask and eye protection.

Other information:

If you have a life-threatening emergency, dial 911.

For questions about your medical care, contact the office of your Primary Care Physician.

Steps to follow if you do not have a primary care physician:

(1) Visit Baylor Medicine, Baylor St. Luke's Medical Group or Texas Children's Hospital find a physician:

- a. <https://findaphysician.bcm.edu/search/search>
- b. <https://www.chistolukeshealth.org/baylor-st-lukes-medical-group>
- c. <https://www.texaschildrens.org/doctors>

(2) Go to an Urgent Care

(3) Visit Texas Department of State Health Services: <https://www.dshs.texas.gov/coronavirus/>

CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people with potential exposures to SARS-CoV-2 (such as in a household), i.e., "contacts of contacts;" these people are not considered exposed to SARS-CoV-2