CONTACT TRACING: COVID-19

Best Practices for Managers

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Agenda

- COVID positive staff and follow up

- COVID positive patient and follow up
  - On appropriate isolation
  - Not on appropriate isolation

- Q&A
As of April 15, 2020,

“Employees of, and volunteers working at, UCSF and UCSF Health are required to self-report the positive test result to UCSF Occupational Health Services (OHS) by calling the COVID-19 hotline at (415) 514-7328 or emailing ohs@ucsf.edu. This policy applies whether working on property owned or leased by UCSF or working remotely (i.e., telecommuting), paid or unpaid.”

“UCSF honors the privacy of our community and has confidentiality obligations. Information will be safeguarded and used only for limited, health-related purposes, including to perform contact tracing or other activities to address employee, student, and patient safety as directed by UCSF OHS and Infection Prevention Services. This information will be maintained only in the appropriate health records, separate from employee personnel files or student records. Self-reporting to supervisors or advisors is not required.”

https://coronavirus.ucsf.edu/campus-protocols#diagnosis
COVID Positive Staff
Manager Role:

- Refer the a COVID-19 confirmed employee to OHS for next steps
- Provide information to the employee about 3 weeks of paid administrative leave, if needed
- If they have a roommate who is an essential health care worker and/or also a UCSF employee, home isolation at a Marriott Hotel may be arranged
- Protect employee privacy as much as possible
COVID Positive Staff
Manager Role:

- Contact OHS if you are aware of an employee that tested positive and OHS has not already been in contact
  - Brisbane line: 415.514.7328
  - Escalation line: 415.476.8000
  - OHS@ucsf.edu

- If requested by OHS, forward to OHS lead assigned to the case a list of all staff, with their phone numbers, who may have come in contact with the positive employee during communicable period
COVID Positive Staff Manager Role:

How to determine who should be included on your list?

Meets the definition of exposure:

- The contact has to be 10 minutes or longer within 6 feet of distance
COVID Positive Staff
OHS Role:

- OHS will interview the employee with a positive test result to determine if employee was at work during the communicable period (starting with 48 hours before symptom onset). If yes, OHS will initiate contact tracing process:
  - OHS will confirm movements on campus, names of staff who might have been exposed, if any household contacts are UCSF employees
  - In the event of patient involvement, OHS will notify HEIP
COVID Positive Staff
OHS Role:

OHS, working with the employee who has tested positive, will also:

- Clarify that medical care will be provided by their primary care provider
- Provide clearance letter when ready for return to work
  - At least 14 days since symptom onset, resolving symptoms, and free from fever for 72 hours
COVID Positive Staff

OHS Role:

- OHS will call all contacts notifying them of a possible exposure to a co-worker who tested positive for COVID-19.
- OHS will conduct risk assessment (low, medium, high, no identifiable risk). Risk assessment breakdown will be forwarded to managers for scheduling/patient assignments.
- Contacts who had Low Risk exposure (ex: wearing a face mask while a positive staff was also wearing a face mask) may continue working if they do not have symptoms (different from pre-existing allergies) and self-monitor for symptoms for 14 days after last contact.
- Contacts who had Medium or High Risk exposure must avoid High-Risk Units and High-Risk patient populations.
COVID Positive Staff
OHS Role:

- Contacts who develop symptoms (different from pre-existing allergies) must immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline for evaluation and testing.

- Contacts referred to testing must stay off campus until cleared by Occupational Health.

COVID Positive Patient on Appropriate Isolation
OHS Role:

- OHS receives sign-in sheets from the units by fax (415.353.7769) the following day
- Staff who wore appropriate PPE have low risk of exposure. OHS contacts staff on the sign-in sheets to provide self-monitoring instructions and steps to follow in the event of PPE breach or new symptom onset.
COVID Positive Patient **Not** on Appropriate Isolation

**OHS Role:**

- HEIP will determine communicable period and exposure definition
- If needed, OHS will set up a Stakeholders Meeting for the units/specialties involved.
- OHS will request the list staff who had contact with the patient before appropriate isolation was initiated.
- It is recommended that until OHS completes the interviews and risk assessment, potentially exposed staff should consult with manager about patient assignment.
Risk Mitigation Strategies

- UCSF Daily Screen
- Reminding staff to stay home if sick
- Universal masking
- Reinforcing correct PPE
  https://infectioncontrol.ucsfmedicalcenter.org/sites/g/files/tkssra4681/f/Revised%20PPE%20Guidelines_DY.pdf
- Social distancing in break rooms
You hear from a coworker that one of your employees just tested positive for COVID. You should immediately (one or more may be correct actions):

a) Contact the employee directly to ask about their COVID status
b) Contact OHS to seek guidance about next steps
c) Ask the coworker to refer the employee to OHS for consultation
d) Tell anyone who worked with the newly diagnosed employee to call the COVID Hotline for immediate COVID testing
e) Send anyone who worked with the newly diagnosed employee home until further notice
You are the manager of a high-risk unit, and one of your employees is a household contact to a roommate who just tested positive for COVID; the roommate is also a UCSF employee. You should immediately (one of more may be correct actions):

a) Contact the employee to ask if they share a bedroom/bathroom with their roommate
b) Contact OHS to seek guidance about next steps
c) Ask the employee to refer their roommate to OHS for guidance
d) Tell the employee they qualify to stay at the Marriott Hotels, and refer them to HR
e) Inform the patients in the unit that they have been potentially exposed, and contact HEIP.
Scenarios for Group Discussion, Case #3

You have an employee who has been off work for 14 days, and has been cleared by OHS to return to work. You are receiving questions from coworkers with concerns about this employee. Your response would include (one or more of the actions may be correct):

a) Contact the employee to request antibody testing before returning to work
b) Contact OHS to seek guidance about next steps
c) Ask the coworkers to call OHS with their questions
d) Schedule a COVID update at an upcoming staff meeting, reviewing the RTW criteria used by OHS
e) Continue to reinforce PPE and social distancing needed at work
Q&A

Thank you for your time!