

# Aspirus Emergency System Wide Policy COVID-19

## Employee Exposure Process During Widespread Community Transmission

**Approved 02/09/2022 at 08:00**

This plan is intended to manage employee exposures in the circumstance of widespread community transmission of COVID-19. In an effort to protect staff and patients at Aspirus, Inc. many measures have been implemented throughout Aspirus, Inc. to decrease additional exposure to both our patients and staff. In response to these measures being implemented, Employee Health will manage exposures as follows.

### **Definitions:**

Exposure is defined as unprotected (not wearing appropriate PPE according to PPE and Patient Placement Policy) contact while within 6 feet of an infected person for a cumulative total of 15 minutes or more over 24-hour period. Cotton masks do not provide protection to the exposed employee however they are a barrier for the source to decrease exposure to others.

### **Process for positive COVID patient to employee exposure:**

1. EH RN monitors Service Now for reported breaches in PPE by an employee and follows up on all reports.
2. EH RN will contact the business unit IP with the E# on the employee's exposure report to see if that patient is positive.
3. EH RN will contact the employee if needed to discuss breach with the COVID source and determine if there was a possible exposure or not.
4. If source patient is positive, EH RN will determine if employee was exposed or not and if needed will contact employee to provide further instruction on completing a daily attestation if the exposed employee becomes ill. If source patient is negative or not tested, IP will track the E# (source patient) for 14 days to monitor if that patient becomes positive. If the source patient becomes positive, IP will notify EH RN to contact employee for exposure.
5. At any time and ideally in the moment, employees caring for suspected and positive COVID-19 patients, should report any breach in Personal Protective Equipment (PPE) in the Service Now Potential Exposure Form.

### **Process for positive COVID employee to employee exposure:**

1. Manager will receive email from EH of positive employee
2. Manager confirms work dates (in Kronos) and all locations employee worked. Manager interviews positive employee on PPE worn during work shifts, and any possible exposures
3. Manager(s) notifies all identified exposed employees of the situation, while not disclosing the positive employee's name (PHI) and enters a 'Potential Exposure Report' in Service Now on the employee's behalf, using the positive employee's name as the source.
4. EH RN monitors Service Now for reported breaches in PPE by an employee to a covid positive employee and follows up on all reports
5. EH contacts positive employee to determine date symptoms began (if not available in Service Now)
6. If positive, EH RN will determine if exposure meets criteria or not, and if needed will contact the exposed employee and provide further instruction to complete an attestation if the exposed employee becomes ill.

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**Process for all confirmed COVID employee exposures (patient to employee or employee to employee):**

1. An employee may choose to be tested on their own or as directed by local Public Health department. All positive test results must be reported to Aspirus Employee Health by the employee completing a Service Now Attestation form and providing proof of positive test result is required. All positive employees will be managed according to Aspirus Ill Employee and Return to Work Policy.
2. Employees requiring COVID testing will be directed by Employee Health or employee may choose to see their PCP if outside of the Aspirus Network.
3. All conversions to positive COVID because of an exposure will be reported to IP and placed on the OSHA Log.

### **Reference**

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

*Policy Reviewed and Renewed by Emergency Operations Center (EOC) 09/29/2020 16:00*  
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