COVID-19 Instructions for Supervisors Assessment and Reporting

OVERVIEW: The following instructions have been prepared in coordination with University Health Services, Occupational Medicine and Human Resource Absence Management. These instructions are for supervisors responding to reported cases (suspected or confirmed) of COVID-19 in your work unit. A supervisor will likely be contacted directly by their employees as well as by Occupational Medicine when COVID-19 cases are reported. ***COVID-19 is a new virus and information about the virus and guidance to protect our Penn State community is constantly evolving. Please check back regularly for the most current guidance. New updates will be highlighted in yellow to help clarify changes.***

This includes instructions for:

- Individuals experiencing flu-like symptoms ("Suspected COVID-19 Individual")
- COVID-19 Case Assessment for Impact on University Operations
- Individuals in Close Contact with COVID-19 Case ("Close Contacts")
- Identifying and Restricting Access to Work Areas in Close Contact with COVID-19 Case
- Individuals in Shared Work Area/Equipment but not deemed a close contact ("Shared Contacts")
- Individuals and General Public in a Building with COVID-19 Case
- Health Monitoring and Temperature Screening

These instructions also include specific circumstances when employees must contact Penn State Occupational Medicine at psuoccmed@psu.edu or 814.863.8492 including:

- Immediately upon employee having any COVID symptoms OR should their healthcare provider suspect COVID
- Employees having close contact with COVID-19 individual at work or at home
- Employees having suspected exposure to COVID 19 and not sure from where
- If employees receive test results for COVID-19, whether positive or negative. If positive, then additional guidance will be provided by Occupational Medicine. Flow charts are available from Human Resources to help with the return to work process.

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1. Guidance to Individuals Experiencing Flu-like Symptoms ("Suspected COVID-19 Individual")

The following is guidance specific to individuals who experience flu-like symptoms and who are suspected for COVID-19. In the event an individual contacts their supervisor, this is the direction that should be provided to the individual:

a. **COVID-19 Symptoms:** The CDC has updated COVID-19 symptoms to include the following. Symptoms may appear 2-14 days after exposure:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever - subjective fever (feeling feverish) or temperature of 100oF or higher,
- Chills
- Headache
- Sore throat
- Repeated shaking with chills
- Muscle pain
- New loss of taste or smell

b. **Self-Isolate:** Individuals who develop these symptoms at work, should leave immediately. Individuals who develop these symptoms while away from work should stay home.

c. **COVID Phone Screen:** Individual should contact their personal healthcare provider for a phone screen assessment for COVID-19 or use Penn State Health OnDemand.

      d. **Contact Occupational Medicine (814.863.8492):** Instruct the individual to immediately contact Occupational Medicine if they are having any COVID symptoms OR if their healthcare provider suspects COVID-19. To help combat the spread of COVID-19 on campus, the individual should provide the following information. Supervisors should be familiar with this information as well and provide this information to their employees.

          i. Note "Suspected COVID-19" as reason for absence

          ii. Confirm work location and supervisor information

          iii. Provide date last worked on-campus

          iv. Provide date when first experienced flu-like symptoms

      e. **Future Test Results:** Instruct the individual to report results of any COVID-19 test to Occupational Medicine. This will help clarify if co-workers should self-quarantine and if work area closures are required to remain in effect or can be suspended.

      f. **Guidance:** Helpful instruction sheets which may be sent to ill individuals.

          i. [One Sheet Instructions: Steps to Help Prevent the Spread of COVID-19 if You Are Sick](#)

          ii. [One Sheet Instructions: 10 Ways to Manage Respiratory Symptoms at Home](#)

2. COVID-19 Case Assessment for Impact on University Operations

As a general reference to Supervisors:

- The incubation period for COVID-19 is believed to be 2-14 days.
- COVID-19 virus will die naturally within 4-7 days on surfaces. Out of an abundance of caution the University is using 7 days for the threshold of facility closure. The COVID-19 virus will be dead on surfaces after 7 days from the last date the suspected COVID-19 individual was in the work area.
- Contact tracing now must include a time period of 48-hours prior to showing symptoms.

Supervisors need to answer the following questions to assess the impacts of the COVID-19 case:

  *i. **Has the suspected COVID-19 individual been in contact with students, faculty or staff since becoming ill as well as within the 48-hours prior to showing symptoms?***

  *ii. **Has the suspected COVID-19 individual been on campus or at any University work location since becoming ill with suspected COVID-19 as well as within the 48-hours prior to showing symptoms?***

If "NO" to <u>both</u> assessment questions, then <mark>no further action required and no reporting is required.</mark>

If "YES" to either question or <mark>"NEED ASSISTANCE"</mark> with this determination, continue with the assessment and report the case via the online form tool instructions below.

ONLINE COVID-19 CASE REPORTING TOOL: The Penn State Emergency Operations Center has been established to help track suspected COVID-19 cases and coordinate response efforts. Supervisors are expected to assess the impact of each COVID-19 case in their unit and use the following online reporting tool to communicate COVID-19 cases to the Penn State Emergency Operations Center. The online tool will provide opportunities for Supervisors to identify if assistance is needed to complete the assessment.

1. Go to the online [COVID-19 Case Reporting Tool](#).
2. Login to the Microsoft Office 365 form using your Penn State credentials.
3. Provide details specific to the COVID-19 case to the best of your ability.
4. Submit the completed reporting tool to the Penn State Emergency Operations Center.
5. Cases will be reviewed between 7:00 AM and 5:00 PM. Contact the EOC at 814-441-4795 during this time for assistance. If immediate assistance is required off-hours, contact the police dispatch center at 814-863-1111 and ask to speak with Brian Bittner or Pam Soule.

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3. Instructions for Workers in <u>Close Contact</u> with COVID-19 Case ("Close Contacts")

Supervisors will need to assess if other individuals in the area came into "**close contact**" with the suspected COVID-19 individual using the following guidelines.

a. *COVID-19 Exposure Potential*: The virus is thought to spread mainly from person-to-person in close contact with each other. Individuals in close contact with a suspected COVID-19 individual have increased potential to contract COVID-19.

b. **Close Contact Definition:** PADOH and CDC define of "close contact" as
   i. being **within 6 feet** of a suspected COVID-19 individual for a **minimum period of 10 minutes**; close contact can occur while sharing office space, working on equipment together, or from multiple people in a vehicle; or
   ii. having <u>direct contact</u> with infectious COVID-19 secretions (e.g., being coughed on).
   iii. The timeframe for having contact with an individual **includes the 48 hours before the individual became symptomatic**.

c. Use the **[COVID-19 Close Contact Checklist](#)** in this document to help identify close contacts.

d. **Close Contact Tracing**: The supervisor must identify individuals who were in close contact with suspected COVID-19 individual without revealing the individual's identity. Penn State Occupational Medicine can assist with this upon request. Transmit the list of "close contacts" to Penn State Occupational Medicine via email to psuoccmed@psu.edu or fax to 814-865-5337.

e. **Contact Notification**: Penn State Occupational Medicine will notify the "close contacts" with the following instructions:
   i. Close contacts are required to stay home from work, self-quarantine for 14 days and self-monitor as described below:
   ii. <u>Self-quarantine</u> in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
   iii. <u>Self-monitoring</u> means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

f. "**Critical Infrastructure Workers**" - [CDC advises](#) that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Examples of critical infrastructure work units include but not limited to law enforcement, emergency response, healthcare and utilities.
   i. These Penn State work units must be confirmed with the Penn State COVID-19 Campus Health Preparedness and Response Task Force as well as Human Resources prior to workers being designated into this category.
   ii. These work units must implement the **[Health Monitoring and Temperature Screen](#)** requirements of this Document for workers continuing to report on-campus following potential close contact with a suspected COVID-19 individual.

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4. Identify and Restrict Access to Work Areas and Equipment in Close Contact with COVID-19 Case:

Supervisors should work with their Facility Coordinators to identify and restrict access to areas using the following guidelines:

    a. **Identify work areas** where the suspected COVID-19 individual meets these criteria:
- i. Location visited between date individual reported COVID-19 symptoms and 48 hours before the individual became symptomatic; **AND**
- ii. Individual had prolonged access or visit for a minimum period of 10 minutes (cumulative time) including office space, shops, meeting rooms, break areas, vehicles, etc.

    b. Use the **COVID-19 Shared Contact Checklist** in this Document to help identify work areas with prolonged access by the suspected COVID-19 individual.

    c. **Restrict access to areas** and equipment that were in close contact with COVID-19 case by posting the "COVID-19 Case Reported – Access Prohibited" sign.

    d. **Wait 7-days or Disinfect?**: The general rule is to restrict access to the area for 7 days from the last time the suspected COVID-19 individual was present in the area. If there are essential operations that require access before 7 days, note this information in the PSU COVID-19 Reporting Form and the area will be assessed for disinfection.

5. Instructions for Individuals using Shared Work Areas/Equipment with COVID-19 Case but not deemed Close Contact ("Shared Contact")

Supervisors will need to assess if other individuals may have worked in the same locations identified in Step 4 above and may have come in contact with shared surfaces, vehicles or equipment using the following guidelines:

    a. *COVID-19 Exposure Potential*: It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

    b. Use the **COVID-19 Shared Contact Checklist** in this document to help identify shared contacts.

    c. **Shared Contact Tracing**: The supervisor must identify individuals that may have had access to the same shared work areas (e.g., cubicle, office, lab/work bench, break area, conference room) or equipment (e.g., computers, lab/shop equipment) identified in Step 4 above but not deemed a "Close Contact." These individuals will be deemed "shared contacts". Assessments must evaluate the period of 48 hours before symptom onset by the suspected COVID-19 individual. Transmit the list of "shared contacts" to Penn State Occupational Medicine via email to psuoccmed@psu.edu or fax to 814-865-5337.

    d. **Contact Notification**: Penn State Occupational Medicine will notify the "shared contacts" with the following instructions:
- i. Work units must implement the **Health Monitoring and Temperature Screen** requirements of this Document for individuals continuing to work on-campus following potential "shared contact" with a suspected COVID-19 individual.
- ii. "Shared Contacts" can continue to report to work, monitor their health including temperature checks and complete temperature screening prior to reporting to work on-campus.
- iii. Maintain physical and social distancing while at work.
- iv. Wash hands for 20 seconds on a regular basis and avoid touching face, eyes, nose or mouth with unwashed hands.

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6. Guidance for Individuals and General Public in a Building with Reported COVID-19 Case

This guidance pertains to co-workers and the general public that may frequent a building where a COVID-19 case was reported but <u>did not</u> come into close contact or share work areas/equipment.

    a. ***COVID-19 Exposure Potential***: There is no more elevated risk to the general public than visiting other public spaces in the community (e.g., grocery stores, gas stations).

    b. No additional requirements than general community-based guidance:
        i. Do not enter areas closed in response to a COVID-19 case.
        ii. Maintain physical and social distancing.
        iii. Wash hands for 20 seconds on a regular basis and avoid touching face, eyes, nose or mouth with unwashed hands.

7. Health Monitoring and Temperature Screening

In accordance with the PADOH, the following temperature screening protocol must be implemented for work units with a probable or confirmed COVID-19 case with "shared contacts" or "critical infrastructure workers" reporting to work on-campus.

    a. **COVID-19 Symptoms:** The CDC has updated COVID-19 symptoms to include the following. Symptoms may appear 2-14 days after exposure:

        • Cough   • Shortness of breath or difficulty breathing

    Or at least two of these symptoms:

        • Fever - subjective fever (feeling feverish) or temperature of 100oF or higher,
        • Chills   • Headache
        • Sore throat   • Repeated shaking with chills
        • Muscle pain   • New loss of taste or smell

    b. **Designate Point-of-Contact**: Designate a supervisor or other Unit management, safety officer or human resource delegate to manage the temperature screening process for the work unit.

    c. **Temperature Checks by Individuals**: Individuals are expected to assess their personal health including a temperature check a minimum of 1-hour prior to reporting to work on-campus.

        i. Acceptable communications will be determined by the work unit and may include email or phone calls. In-person checks at the entrance of the workplace must not take place without prior approval by Penn State COVID-19 Campus Health Task Force. It is recommended that individuals set reminders 1-hour prior to the work shift.
        ii. Individuals are expected to answer the following screening question: ***"Did you pass the temperature screening (temperature <100F and no other COVID-19 symptoms)?"***
        iii. Individuals should only provide a "Yes" or "No" response to passing the temperature screening. Specific health information beyond the "YES"/"NO" must not be collected.
        iv. Reporting of temperature checks is not required on scheduled days off or days otherwise not reporting to work on-campus.

    d. **Temperature Screen by Designee**: Use the **COVID-19 Temperature Screening Log** as an example tool to track temperature screening prior to these impacted individuals enter the facility or work on-campus.

        i. "Yes" – individual passed the temperature screening with temperature <100F and does not have other COVID-19 related symptoms.
        ii. "No" – individual has a temperature of 100F or higher or other COVID-19 related symptoms. These individuals must not enter the work area and stay home.
        iii. "N/A" – individual did not report to work on-campus and as such temperature screening on this day is not applicable.

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8.   References

[CDC Guidance: How COVID-19 Spreads](#)

[CDC Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)

[CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#)

[NIH News Release – New Coronavirus stable for hours on surfaces (March 17, 2020)](#)

PADOH – 2020-PAHAN-493-4-6-ALT ALERT: Notification of COVID-19 Test Results to Patients

[PADOH - Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations](#)

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COVID-19 Close Contact Checklist

The following checklist and instructions is developed in coordination with the instructions outlined in Instructions for Workers in Close Contact with COVID-19 Case ("Close Contacts") of this document. This checklist is modeled after the PA DOH close contact checklist but modified for a workplace environment.

1. Name and PSU ID for suspected COVID-19 individual: _____

2. Date suspected COVID-19 individual started to feel sick and went into isolation: _____

3. Two days **before** the day individual started to feel sick: _____

4. Think back to what the individual did between the date of #2 and date of #1.

5. Think back to who the individual was in close contact (***within 6 feet for a period of 10 minutes or more***) with during that time between date #2 and #1.

6. Identify any "Close Contacts" in table below. ***Do not notify the "close contacts" at this time.*** Penn State Occupational Medicine will notify the impacted individuals.

7. Is this group identified as a "Critical Infrastructure" work unit?　YES　NO　(select one)

   a. If YES, prepare to implement the "Health Monitoring and Temperature Screening" protocol for these individuals.

   b. If YES, designate a Temperature Screening Point of Contact for the work unit:

      i. Name:_____

      ii. Phone:_____

      iii. Email:_____

8. Transmit this completed checklist to Penn State Occupational Medicine via email to psuoccmed@psu.edu or fax to 814-865-5337 to have these individuals notified.

9. Complete the online COVID-19 Case Reporting Tool for Supervisors to report the details of your case.

Date of Contact	Close Contact Names (within 6 feet for 10 minutes or more)	Close Contact Phone Number

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COVID-19 Shared Contact Checklist by Work Location

The following checklist and instructions is developed in coordination with the instructions outlined in Instructions for Individuals using Shared Work Areas/Equipment with COVID-19 Case ("Shared Contact") of this document.

1. Name and PSU ID for suspected COVID-19 individual: _____

2. Date suspected COVID-19 individual started to feel sick and went into isolation: _____

3. Two days **before** the day individual started to feel sick: _____

4. Think back to what the individual did between the date of #2 and date of #1.

5. Think back to locations where the ill individual ***worked / occupied for periods of 10 minutes or more*** between date #2 and #1 above.

6. Identify these as potentially "shared contact locations" in the table below and restrict access as outlined.

7. Identify co-workers that may have had "Shared Contact" with work surfaces in these locations in table below. ***Do not notify the "shared contacts" at this time.*** Penn State Occupational Medicine will notify the impacted individuals.

8. Prepare to implement the "Health Monitoring and Temperature Screening" protocol for these individuals.

9. Designate a Temperature Screening Point of Contact for the work unit:

    a. Name:_____

    b. Phone:_____

    c. Email:_____

10. Transmit this completed checklist to Penn State Occupational Medicine via email to psuoccmed@psu.edu or fax to 814-865-5337 to have these individuals notified and initiate the temperature screening protocol.

11. Complete the online COVID-19 Case Reporting Tool for Supervisors to report the details of your case.

Date of Contact	Shared Contact Locations (occupied for >10 minutes)	Shared Contact Name (co-workers in shared work area)	Shared Contact Phone Number

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COVID-19 Temperature Screening Log (example)

The following log is provided as an example for units to use to screen temperatures prior to impacted individuals entering the facility.

1. Designate a supervisor or other Unit management, safety officer or human resource delegate to manage the temperature screening process.
2. Identify individuals deemed "shared contacts" or "critical infrastructure workers" that are reporting to work on-campus.
3. Identify their last date of contact with the suspected COVID-19 individual.
4. Implement temperature screening process for these identified individuals for the next 14 calendar days following their last contact.
   a. Individuals are expected to assess their personal health including a temperature check a minimum of 1-hour prior to reporting to work on-campus. ***No reporting is required on scheduled days off or days otherwise not reporting to work on-campus.***
   b. Individuals are expected to answer the following screening question: ***"Did you pass the temperature screening (temperature <100F and no other COVID-19 symptoms)?"***
   c. Temperature Screen Designee will enter on of the following in the log:
      i. "**Yes**" – individual passed the temperature screening with temperature <100F and does not have other COVID-19 related symptoms.
      ii. "**No**" – individual has a temperature >= 100F or other COVID-19 related symptoms. These individuals must not enter the work area and be instructed to stay home.
      iii. "**N/A**" – individual did not report to work on-campus and as such temperature screening on this day is not applicable.

Name	Date of Contact	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14