Manager Standard Work

Potential COVID-19 Employee Exposure

Purpose: Provides guide for unit leadership and department manager to use when a potential COVID-19 exposure has been detected. Defines early actions regarding work restrictions to facilitate immediate containment of risk and initiate proper post-exposure protocol.

Employee Situation

Manager Actions

- Unit leader to report out on all COVID-19 work exposures at the Tier 4 daily huddle.
- High risk workplace exposures should be reviewed under the department RTPS process.
- Unit leader is the problem owner but should have PE coach support and help chain back up.

- Diagnosed as COVID+ within last 5 days (with or
 - without symptoms). -or-
- COVID-like symptoms currently, no current diagnosis.

- Follow normal department call-out procedure.
- Restrict from work. Follow COVID-19 Return to Work process.
- Provide COVID-19 Home Care Instructions
- If more than 3 shifts are missed notify Broadspire to start protected Leave
- If the employee was at work with symptoms, file an ICARE (can also be filed by leader)

Workplace Incident: Exposure. See LH100.25.

Identify any gaps in mask use by the infected employee

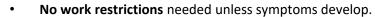
- List coworkers with possible prolonged contact while unmasked
- List patients with possible prolonged contact while unmasked
- Call 503-415-5820, option 2 to start protected Leave

No symptoms currently. Work-related exposure is suspected or employee has concerns about exposure.

Notified of a COVID

Health Department. Employee has no

exposure by a Provider or



- Follow COVID-19 Return to Work process.
- Employee can get free PCR testing @ LMG Clinic Site LMG COVID-19 PCR Testing Locations
- Instruct employee to file ICARE of possible work-related exposure (important for Work Comp)

Workplace Incident: Exposure. See LH100.25.



- Provide patient MRN
- Outline what PPE and Precautions were in place
- Write a detailed account of the situation

symptoms. -or-

Non-work exposure or concerns about exposure outside work. Employee has no symptoms.

-or-

Household COVID+ contact diagnosed within last 10 days. Employee has no symptoms.

- No work restrictions needed unless symptoms develop.
- Employee can get free PCR testing @ LMG Clinic Site LMG COVID-19 PCR Testing Locations
- If employee becomes symptomatic then:
 - Follow normal department call-out procedure.
 - Restrict from work. Follow COVID-19 Return to Work process.