Guidance for Legacy employees about how to handle COVID-19 infections and exposures

Revised: Jan. 7, 2022

Call Employee Health at 503-415-5820 in the following situations:

- You have been exposed to COVID-19 at work and have symptoms
- You have been diagnosed as immunocompromised
- You have a question about what to do and a manager can’t answer it
- You need additional help for any reason

What counts as an exposure

- Workplace exposure: At work, you were within six feet of someone who tested positive and you were not wearing all the required PPE
- Household exposure: You are living with a person who tested positive
- Community exposure: You were within six feet of someone who tested positive for more than 15 minutes without a mask

I have symptoms

See COVID-19 Assessment on page 2 and get tested. See table 1 on Page 3

Test result positive

Test result negative

I do not have symptoms

But I had an exposure

Did you get your booster shot?

Yes — remain at work

No — remain at work but get a PCR test in two days and another test in five to seven days. See table 2 on page 3.

If you develop symptoms at any time, see above workflow for what to do if you have symptoms

Adapted from CDC Flu Guidelines
COVID-19 Assessment: 
Think you have COVID-19?

**Do you have the following?**
- Fever or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Vomiting and diarrhea
- Difficulty breathing or shortness of breath
- Loss of taste or smell

**Probable not COVID-19**
If symptoms increase, you should call your health care provider or contact them online.

**Do you have any of the following?**
- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

**It may be COVID-19**

**Seek medical care**
- Call your health care provider
- Talk with a provider online
- If it seems like an emergency, call 911 or go to nearest emergency department

**Are you in a high risk group?**
- Adults 65 years of age and older
- Pregnant people
- Native American and indigenous peoples

Or...

**Do you have any of the following?**
- Asthma
- Neurological and neurodevelopmental conditions
- Chronic lung disease
- Heart disease
- Blood disorders
- Endocrine disorders
- Kidney disorders
- Liver disorders
- Metabolic disorders
- Weakened immune system due to disease or medication
- Younger than 19 years of age receiving long-term aspirin therapy
- Extreme obesity (BMI of 40 or higher)

**Stay home**
- Rest
- Drink fluids
- Take fever reducing medication if needed
- Get a COVID-19 test

You should stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. Your fever should be gone without the use of fever reducing medicine. If concerned, consider talking with a provider.
# How to access COVID-19 tests

## Table 1: If you have symptoms

<table>
<thead>
<tr>
<th>Option</th>
<th>Appointment type</th>
<th>Cost</th>
<th>When</th>
<th>Where</th>
<th>Turnaround time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home test</td>
<td>No appointment needed</td>
<td>Varies — Legacy won't reimburse costs</td>
<td>Whenever you can get a test</td>
<td>Check stores for availability</td>
<td>15 minutes after the test</td>
</tr>
<tr>
<td>Rapid test through Legacy</td>
<td>Walk-in</td>
<td>Free</td>
<td>Sun.–Thurs., 9 am–12 pm, Fri. and Sat., 8 am–4 pm</td>
<td>System Office Parking Lot 1120 NW 20th Ave., Portland</td>
<td>15 minutes after the test</td>
</tr>
<tr>
<td>Rapid test through third party</td>
<td>Varies</td>
<td>Check employee insurance — Legacy won't reimburse costs</td>
<td>Varies</td>
<td>Local pharmacy or urgent care</td>
<td>Same day</td>
</tr>
<tr>
<td>Test through your doctor’s office</td>
<td>Varies</td>
<td>Check employee insurance — Legacy won’t reimburse for any costs</td>
<td>Ask your doctor’s office</td>
<td>Ask your doctor’s office</td>
<td>Varies</td>
</tr>
</tbody>
</table>

## Table 2: If you had an exposure but don’t have symptoms and don’t have a booster shot

<table>
<thead>
<tr>
<th>Option</th>
<th>Appointment type</th>
<th>Cost</th>
<th>When</th>
<th>Where</th>
<th>Turnaround time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCR test through Legacy</td>
<td>Appointment needed — call <strong>503-415-5820</strong></td>
<td>Free</td>
<td>Employee Health will provide details</td>
<td>Employee Health will provide details</td>
<td>24–72 Hours</td>
</tr>
</tbody>
</table>