

# 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

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

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

- Notified of a COVID exposure by a Provider or Health Department. Employee has no 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.

- 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.

- 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 work restrictions** needed unless symptoms develop.
- 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

- **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](#).