

## Employee Screening Guide

Scenario	Can I come to work?	Leave if at work?	Self-Quarantine/ Self-Isolate?*	Do I need to be Tested?	Where do I go for care?
<p><b><u>Employee has symptoms that are possibly concerning for COVID</u></b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p><b>NO</b></p> <p><b>Stay at home</b></p> <p><b><i>The employee is responsible for notifying their supervisor of any absences.</i></b></p>	<p><b>YES</b></p> <p>Consult with your direct supervisor to assist.</p>	<p><b>YES</b></p>	<p><b>Notify Occupational Health via the <a href="#">online screening form</a> for further instruction and possible testing.</b></p>	<p><b>Notify Occupational Health via the <a href="#">online screening form</a> for further instruction. Do not come to the Occupational Health Clinic.</b></p> <p>In addition, the employee can contact their primary care provider. Employees or family who do not have a PCP can be seen in the UTSW Virtual Care clinic (214-645-9296).</p>
<p><b><u>Employee tested positive for COVID-19</u></b></p> <p>You have been tested and have been informed that you have tested positive.</p>	<p><b>NO</b></p> <p>Employee will need to stay home for at least 10 days from symptom onset or 3 days after fever resolves without antipyretics, whichever is longer, as directed by Occupational Health or your primary care provider (from whomever is treating you).</p> <p><b><i>The employee is responsible for notifying their supervisor of any absences.</i></b></p> <p>Once Occupational Health is notified of an employee's positive test, an investigation begins. *If an exposure occurs, the supervisor in the area of concern should complete the exposure forms (located on the <a href="#">Occupational Health website</a>). Once the exposure form is completed, the employees listed will receive a call from Occupational Health within 48 hours to complete a formal risk assessment. In addition, the</p>	<p><b>YES</b></p> <p>Consult with your direct supervisor to assist.</p>	<p><b>YES</b></p>	<p><b>NO</b></p> <p>No additional testing will be required.</p>	<p>If your symptoms are getting worse, you can contact Occupational Health at 214-645-5300 or your primary care physician for further instructions.</p> <p><b>Do not come to the Occupational Health Clinic.</b> Seek medical care or call 911 if symptoms become concerning.</p>

Scenario	Can I come to work?	Leave if at work?	Self-Quarantine/ Self-Isolate?*	Do I need to be Tested?	Where do I go for care?
	employee should complete an <a href="#">electronic first report of injury</a> .				
<p><b><u>Employee’s household contact tests positive for COVID-19</u></b></p> <p>If the employee is exposed to a</p> <ul style="list-style-type: none"> <li>Household contact</li> <li>Intimate partner</li> <li>Individual providing care in the household without using protective equipment who has a confirmed positive COVID-19 test result.</li> </ul>	<p><b>NO</b></p> <p><i>The employee is responsible for notifying their supervisor of any absences.</i></p>	<p><b>YES</b></p> <p>Consult with your direct supervisor to assist.</p>	<p><b>YES</b></p> <p>Employee will need to self-quarantine for 14 days after last exposure per Occupational Health’s verbal and written instructions.</p>	<p><b>Testing is encouraged.</b></p> <p>Notify Occupational Health via the <a href="#">online screening form</a> for further instruction and possible testing.</p>	<p><b>Notify Occupational Health via the <a href="#">online screening form</a> for further instruction. Do not come to the Occupational Health Clinic.</b></p>
<p><b><u>Employee was exposed to Co-worker or patient who tests positive for COVID-19 with prolonged close contact**</u></b></p> <p><b>**Per CDC guidelines, prolonged close contact is defined as &lt; 6 ft distance for &gt;15 minutes (can be added over multiple encounters), OR direct contact with respiratory secretions (e.g. coughed on face, touching used tissue with a bare hand)</b></p>	<p><b>NO</b> - until risk assessment is completed and clearance is provided by Occupational Health.</p> <p><i>The employee is responsible for notifying their supervisor of any absences.</i></p>	<p><b>YES</b> – unless instructed differently by Occupational Health (“high risk” and “not high risk” exposures will be handled differently)</p> <p>Consult with your direct supervisor to assist.</p>	<p><b>Follow instructions given by Occupational Health.</b></p> <p>“High risk” and “not high risk” exposures will be handled differently.</p>	<p><b>Testing is encouraged.</b></p> <p>Occupational Health will complete a formal assessment with you (over the phone) and will direct you further about testing and quarantine status.</p>	<p>*If an exposure occurs, the supervisor in the area of concern should complete the exposure forms (located on the <a href="#">Occupational Health website</a>). Once the exposure form is completed, the employees listed will receive a call from Occupational Health within 48 hours to complete a formal risk assessment. In addition, the employee should complete an <a href="#">electronic first report of injury</a>.</p>
<p><b><u>Employee was exposed to Co-worker in the same department who tests positive for COVID-19 without prolonged close contact***</u></b></p> <p><b>***Someone you were in the same room with, but <u>not</u> within 6 feet for more than 15 minutes.</b></p>	<p><b>YES</b></p> <p>Employee can continue to work, as long as you do not have symptoms.</p>	<p><b>NO</b></p>	<p><b>NO</b></p>	<p><b>NO</b></p> <p>If you develop symptoms, then contact Occupational Health by completing the <a href="#">online screening form</a> for further instructions.</p>	<p>No care needed if you do not have symptoms.</p> <p>Continue to take general precautions given the community spread of COVID</p>

Scenario	Can I come to work?	Leave if at work?	Self-Quarantine/ Self-Isolate?*	Do I need to be Tested?	Where do I go for care?
<p><b><u>Employee was exposed to a friend of a friend who tested positive for COVID-19</u></b></p> <p>Your best friend's mother, your spouse's coworker, etc. Someone you have not had direct contact with.</p>	<p><b>YES</b></p> <p>Employee can work, as long as you do not have symptoms.</p>	<b>NO</b>	<b>NO</b>	<p><b>NO</b></p> <p>If the employee develops symptoms, then contact Occupational Health by completing the <a href="#">online screening form</a> for further instructions.</p>	<p>You should take general precautions given the community spread of COVID</p>

<b>Employee Travel Guide</b>					
Travel Scenario	Do I need approval before travel?	Do I need clearance before returning to work?	Self-Quarantine/ Self-Isolate?*	Do I need to be tested?	Where do I go for care?
<b>Personal Travel</b>					
<p><b><u>Employee or learner travels to domestic or international location that is NOT considered a "hot spot"</u></b></p> <p>Please consult the UTSW COVID website (<a href="#">link</a>) for the latest updated list of domestic and international "hot spots." If a travel location's status changes, the status at the time of employee arrival in the location will be used for occupational health decisions.</p> <p>Employees should be aware that other locations may have travel restrictions for individuals coming from TX or US.</p>	<p><b>NO</b></p> <p>The employee is encouraged to maintain all recommended safety measures and precautions during travel. Refer to <a href="#">Employee Travel Guidelines</a> for details.</p>	<b>NO</b>	<b>NO</b>	<p><b>NO</b></p> <p>If the employee develops symptoms, notify Occupational Health via the <a href="#">online screening form</a> for further instructions.</p>	<p>No care needed if you do not have symptoms.</p> <p>Continue to take general precautions given the community spread of COVID.</p>
<p><b><u>Employee or learner travels to domestic or international location that is considered a "hot spot"</u></b></p> <p>Please consult the UTSW COVID website (<a href="#">link</a>) for the latest updated list of domestic and international "hot spots." If a travel location's status changes, the status at the time of</p>	<p><b>NO</b></p> <p>The employee is encouraged to maintain recommended safety measures and precautions during travel. Refer to <a href="#">Employee Travel</a></p>	<p><b>YES</b></p> <p><b>Notify Occupational Health PRIOR to returning to campus via the <a href="#">online screening form</a> for risk assessment and further instructions.</b></p>	<p><b>Remain off campus until assessment and instructions given by Occupational Health.</b></p> <p>Whether or not a 14 day self-quarantine is required will be</p>	<p><b>NO</b></p> <p>If the employee develops symptoms, notify Occupational Health via the <a href="#">online screening</a></p>	<p>No care needed if you do not have symptoms.</p> <p>Continue to take general precautions given the community spread of COVID.</p>

employee arrival in the location will be used for occupational health decisions.  Employees should be aware that other locations may have travel restrictions for individuals coming from TX or US.	<a href="#">Guidelines</a> for details.	<i>The employee is responsible for notifying their supervisor of any absences.</i>	based on Occupational Health assessment taking into account both destination and activity-based risks during travel.	<a href="#">form</a> for further instructions.	
<b>Travel Scenario</b>	<b>Do I need approval before travel?</b>	<b>Do I need clearance before returning to work?</b>	<b>Self-Quarantine/ Self-Isolate?*</b>	<b>Do I need to be tested?</b>	<b>Where do I go for care?</b>
<b>UTSW-related Travel</b>					
<b><u>UTSW-related employee travel to domestic or international destination that is NOT considered a “hot spot”</u></b>  Please consult the UTSW COVID website ( <a href="#">link</a> ) for the latest updated list of domestic and international “hot spots.”  UTSW-related domestic or international travel is <b>only allowed for mission-critical purposes through Jan 1, 2021.</b>	<b>YES</b>  Written approval required from department chair or executive vice president and review by Travel Oversight Committee. Refer to <a href="#">Employee Travel Guidelines</a> for details.	<b>NO</b>	<b>NO</b>	<b>NO</b>  If the employee develops symptoms, notify Occupational Health via the <a href="#">online screening form</a> for further instructions.	No care needed if you do not have symptoms.  Continue to take general precautions given the community spread of COVID.
<b><u>UTSW-related employee travel to domestic or international destination that is considered a “hot spot”</u></b>  Please consult the UTSW COVID website ( <a href="#">link</a> ) for the latest updated list of domestic and international “hot spots.”  UTSW-related domestic or international travel is <b>only allowed for mission-critical purposes through Jan 1, 2021.</b>	<b>YES</b>  Written approval required from department chair or executive vice president and review by Travel Oversight Committee. Refer to <a href="#">Employee Travel Guidelines</a> for details.	<b>YES</b>  <b>Notify Occupational Health PRIOR to returning to campus via the <a href="#">online screening form</a> for risk assessment and further instructions.</b>  <i>The employee is responsible for notifying their supervisor of any absences.</i>	<b>Remain off campus until assessment and instructions given by Occupational Health.</b>  Whether or not a 14 day self-quarantine is required will be based on Occupational Health assessment taking into account both destination and activity-based risks during travel.	<b>NO</b>  If the employee develops symptoms, notify Occupational Health via the <a href="#">online screening form</a> for further instructions.	No care needed if you do not have symptoms.  Continue to take general precautions given the community spread of COVID.

<p><b><u>Essential travel for non-UTSW employee recruitment and visitors</u></b></p> <p>All non-UTSW visitors and recruits must have written approval from Chair/Center Director/Vice President and then final approval by an Executive Vice President.</p> <p>Visitor must then contact Occupational Health by email to arrange clearance to come to campus. Refer to <a href="#">Employee Travel Guidelines</a> for details.</p>	<p><b>YES</b></p> <p>Written approval required by an EVP and then Occupational Health clearance PRIOR to visit to campus.</p>	<p><b>N/A</b></p>	<p><b>NO</b></p> <p>The visitor/candidate will be required to notify the host department of any illness or positive COVID test within 14 days of departure. In that event, the host must alert Occupational Health immediately with the itinerary of the visit.</p>	<p><b>NO</b></p> <p>The visitor must perform self-screening for COVID symptoms and notify the host department immediately</p>	<p><b>N/A</b></p>
--	---	-------------------	---	---	-------------------

\*Per the CDC, isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.