Section 1: Asymptomatic Healthcare Workers and Employees

On March 15, 2020, NYC Department of Health & Mental Hygiene (DOHMH) issued directions on how to manage and monitor all ASYMPTOMATIC healthcare workers for COVID-19, regardless of exposure in the community or healthcare setting. DOHMH has asked that ALL healthcare workers and employees self-monitor by taking their temperature twice daily and assessing for COVID-19 like illness.

Signs and symptoms of COVID-19 include:

- Fever (for healthcare workers any temperature greater than 100°Fahrenheit)
- Shortness of breath
- New onset persistent cough
- Nasal congestion & runny nose not associated with seasonal allergies
- Sore throat

If you have recently traveled, and do not have mandated quarantine restrictions, and have no symptoms of COVID-19, you are able to return to work or school.

- Healthcare workers / employees who do not have any of COVID-19 symptoms should report to work, regardless of known COVID-19 exposure, unless they have been instructed by their supervisor/manager to work from home.

NOTE: The above guidance is subject to change based on Local, State and Federal health authority guidelines.

For healthcare workers and staff that have tested positive for COVID-19 refer to guidance below.

Section 2: Symptomatic Healthcare Workers and Employees

If healthcare workers or other employees develop any of the above signs and symptoms, they should not report to work. If any signs and symptoms occur while working, the healthcare worker/employee MUST immediately mask and leave the patient care area and inform their supervisor.

ALL employees with COVID related symptoms MUST notify Employee Health Service (EHS) via the online EHS REDCap tool. To access the tool click EHS REDCap (https://is.gd/employee_covid_registry) or scan this QR code.

Upon your registration, a member of the EHS team will call you within 24-48 hours. If you would like to be tested for COVID-19, the EHS team will provide you with testing logistics and schedule an appointment for you to be tested at a MSHS testing site. When completing REDCap, you are able to request testing at that time, Section 4 below outlines the instructions for testing. Employees do NOT need to also call and/or email to notify EHS.

If an employee does not have internet access, they can call 212-844-1100, and a member of the EHS will assist you to register in the REDCap tool.
Symptomatic employees should NOT walk into their local EHS sites, but follow the protocol outlined above.

If someone has worsening symptoms, such as difficulty breathing, please contact your doctor and/or go to the nearest urgent care center or emergency department for immediate attention.

Personnel are able to return to work 7 days after symptom onset and being consistently afebrile (temperature < 100°Fahrenheit) for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms.

WHAT (you should do)

- Rest, staying hydrated, and sleep are typically helpful in your recovery.
- Manage and treat your symptoms with fluids and medicines for fevers, cough, and other cold symptoms.
- Call your doctor if you start to feel worse (increased congestion, coughing or fevers).
- Seek emergency medical treatment if you have difficulty breathing

HOW (guidelines for hand washing and germ management)

- Clean your hands often. Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues into a lined trash can. Immediately wash your hands with soap and water or hand sanitizer

Section 3: Employees and Healthcare Workers with Exposures in the Healthcare Setting

With the COVID-19 pandemic, contact investigations in the hospital setting are not being performed. In the setting of a reported high-risk exposure (i.e. unprotected contact (> 10 minutes) with a confirmed COVID-19 patient or unprotected contact during an aerosolizing procedure performed on a COVID-19 patient), healthcare workers may report to work as long as they are asymptomatic and will be actively monitored by EHS.

Healthcare workers who have experienced a high-risk exposure need to report it immediately to their supervisor. Additionally, all employees with a reported high-risk exposure MUST notify EHS via the EHS online EHS tool. To access the tool click EHS REDCap (https://is.gd/employee_covid_registry) or scan this QR code.
If an employee does not have internet access, they can call 212-844-1100, and a member of the EHS will assist you to register in the REDCap tool.

These personnel will be required to wear a surgical mask throughout their shift and self-monitor for 14 days by taking their temperature twice daily and assessing for COVID-19 like illness. Temperatures and symptom log must be submitted to EHS electronically. EHS will provide guidance on this process at the time the incident is reported. Additionally, employees will be eligible for COVID-19 serum antibody testing, as outlined in Section 4 below.

Signs and symptoms of COVID-19 include:
- Fever (for healthcare workers any temperature greater than 100°F Fahrenheit)
- Shortness of breath
- New onset persistent cough
- Nasal congestion & runny nose not associated with seasonal allergies
- Sore throat

*NOTE: The above guidance is subject to change based on Local, State and Federal health authority guidelines.
# Section 4: Employee and Healthcare Workers COVID-19 Testing Eligibility & Return to Work Policy

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Eligibility for Testing</th>
<th>Testing Type</th>
<th>Testing Time Frame</th>
<th>How to Schedule</th>
<th>Return to Work Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asymptomatic Employee</td>
<td>Not at this time</td>
<td></td>
<td></td>
<td></td>
<td>Report to work</td>
</tr>
<tr>
<td>Symptomatic Employee As Of April 7, 2020</td>
<td>Yes</td>
<td>Nasopharyngeal Swab (PCR)</td>
<td>Typically 2-4 days after symptom onset</td>
<td>Register for testing via the online EHS REDCap tool, click <a href="#">EHS REDCap</a> or scan this QR Code to access² &lt;br&gt;&lt;br&gt;Upon registering in REDCap, an EHS representative will contact you to schedule your test and provide testing site³ information within 24-48 hours</td>
<td>• Option 1: No testing, furlough and return to work as soon as 7 days from symptom onset as per policy⁴&lt;br&gt;• Option 2: Testing, furlough and return to work as soon as 7 days from symptom onset as per policy⁴&lt;br&gt;• Option 3: Employees that test negative can volunteer to return to work before the 7 days post symptom onset (as long as afebrile for 72 hrs without fever reducing medications)</td>
</tr>
<tr>
<td>Symptomatic Employee Prior To April 7, 2020</td>
<td>Yes</td>
<td>Serum Antibody Testing</td>
<td>Testing is performed when an individual is both asymptomatic and at least 21 days after symptom onset</td>
<td>Employees who previously registered with EHS through REDCap, and meet the requirements for testing³ will be emailed directions. The email will be sent to the email address provided at time of first reporting their COVID-like illness to EHS.</td>
<td>Report to work</td>
</tr>
</tbody>
</table>
## MSHS COVID-19 Preparedness

**Employee & Healthcare Workers Testing, Monitoring and Clearance Process**

Last Revised April 5, 2020, 12:00 PM

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<tbody>
<tr>
<td>Asymptomatic Employees Who Had A High-Risk Exposure In The Healthcare Setting</td>
<td>Yes</td>
<td>Serum Antibody Testing</td>
<td>Testing is performed at least 21 days from high-risk work exposure</td>
<td>All employees who have previously reported or report a new high-risk exposure to EHS, and have completed their 14-days of self-monitoring will be sent an email when they are eligible to be tested. The email will be sent to the email address the employee provided at time of first reporting their high-risk exposure to EHS.</td>
<td>Report to work</td>
</tr>
</tbody>
</table>

### Notes:

1. Signs and symptoms of COVID-19 include:
   - Fever (for healthcare workers any temperature greater than 100°F Fahrenheit)
   - Shortness of breath
   - New onset persistent cough
   - Nasal congestion & runny nose **not** associated with seasonal allergies
   - Sore throat
2. The EHS REDCap registration process outlined in Sections 2, 3 and 4 above are the same process. If an individual completed an EHS REDCap form as noted in Sections 2 & 3 they are eligible for testing, and they **DO NOT** need to register a second time for the same exposure.
3. COVID-19 Testing is **NOT** performed at local EHS sites, testing logistics and testing sites will be provided by EHS as outlined in the table above.
4. Healthcare Workers and other employees are able to return to work 7 days after symptom onset and being consistently afebrile (temperature < 100°F Fahrenheit) for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms.
Section 5: Employees and Healthcare Workers Return to Work

Employees and healthcare workers who are symptomatic and have been tested for COVID-19 who are awaiting test results are required to self-isolate pending those results. If positive, the employee or healthcare workers cannot work for at least 7 days from the onset of symptoms. A person is able to return to work after 7 days of symptom onset, regardless of date of testing, if they have been consistently afebrile (temperature < 100°F Fahrenheit) for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms. No repeat testing is required to return to work per NYC DOHMH.

Employees that test negative can volunteer to return to work before the 7 days post symptom onset, as long as they have been afebrile for 72 hours without fever reducing medications.

EHS MUST clear all personnel before returning to duty; Clearance to return to work is done over the phone, and EHS will call the employee when they are eligible to return to duty. Alternatively, employees can call 212-844-1100 on the 7th day of symptom onset.

Healthcare workers and other staff employed by a facility regulated by the New York State Health Department (e.g., an Article 28 Facility) or a jurisdiction outside of NYC should check with their employer before returning to work as the employer may have a different policy regarding COVID-19.

*NOTE: The above guidance is subject to change based on Local, State and Federal health authority guidelines.

References:

- New York City Department of Health and Mental Hygiene Health Alert # 6 COVID-19 Updates for New York City March 15, 2020


- Centers for Disease Control (CDC)

- New York State Department of Health: Health Advisory – Protocols for Personnel to Return to Work Following COVID-19 Exposure. March 16, 2020