Healthcare Workers (HCW) COVID-19 Protocol for Assessment, Testing, and Monitoring

HCWs are defined as staff, residents, fellows, medical students, faculty, vendors/contractors, and others who interact with patients and families in the course of their work or education or support the clinical work of the organizations.

**Daily Self-Monitoring**

All HCWs must self-monitor for the following symptoms concerning COVID-19 infection:

Possible COVID-19 and upper respiratory infection symptoms are defined as any of the below:

- fever (subjective or $T \geq 100^\circ$ Fahrenheit/37.8$^\circ$ Celsius) or
- cough or
- shortness of breath or
- sore throat or
- fatigue or
- muscle ache or
- new loss of smell and/or taste or
- runny nose/congestion or
- headache or
- diarrhea or
- nausea or
- vomiting or
- chills

1. All HCWs must follow mask and social distancing protocol as per COVID-19 Guidelines for PPE Use. See also: Mask Protocol for Admin Spaces
2. At beginning of each shift, a symptom check is required. HCWs complete this attestation from their off-site work location or via QR code on entry to a SHC building: Daily Attestation
3. HCWs are expected to continuously self-monitor for symptoms throughout the day and report symptoms to their supervisor immediately

**COVID-19 symptomatic HCW procedures**

Specific symptoms exhibited by the HCW will dictate the testing criteria following the triage protocols of OHTEC and OHREC.

1. If home: stay home & notify direct supervisor per policy
   a. Contact Occupational Health-Telephone Evaluation Center (OH-TEC) at 650-497-9595
   b. OH-TEC will determine if COVID-19 testing is indicated
2. If symptoms develop at work: HCW notifies manager and contact OH-TEC at 650-497-9595
3. For all HCWs who are symptomatic, testing should be done at the Occupational Health Respiratory Evaluation Center (OH-REC) after calling for guidance (650-497-9595).
   a. In some cases with mild symptoms, HCW may be asked to return to work after testing.
4. HCWs and providers who have had a positive COVID-19 test from an outside organization must notify supervisor and contact OH-TEC (650-497-9595) to provide the results and obtain guidance.
5. COVID-19 positive HCWs may return to work 14 days after positive test, AND 7 days after resolution of fever (without antipyretics) and improvement of symptoms, WHICH EVER IS LONGER.
Asymptomatic Testing

1. Beginning April 20, 2020, all HCWs are eligible and encouraged to receive baseline COVID-19 PCR testing. Antibody testing was completed from April 20, 2020, to June 30, 2020.
2. Effective July 1, 2020, all HCWs who are newly hired or will newly begin interacting with patients are required to have COVID-19 PCR testing at SHC, and a negative result, less than 72 hours before their first shift in which they meet the HCW definition.
3. Asymptomatic HCWs who meet the exposure definition will be scheduled to have a PCR test completed 2-5 days from the last exposure date. A second test will be completed on day 14 from the last exposure date, unless the exposure window is over. Employees may continue to work following all infection control policies.
4. Stanford Medicine OHREC/OHTEC partners with the SU School of Medicine to provide asymptomatic testing that meets the above requirements, at a minimum. The School of Medicine may have additional requirements of their students.
5. Stanford Medicine OHREC/OHTEC will implement future orders from the Santa Clara County Health Officer and follow guidance from the CDC and CDPH.
6. Travel
   a. HCWs who return from international travel are required to self-quarantine for 7 days upon return before returning to work and follow OH-TEC guidance. They will be tested on day 5 of return and have a negative result prior to return to work.
   b. HCWs who travel within the US via airplane are encouraged to be tested within 2-5 days of the travel. Testing is not recommended more than every 14 days.
7. Mass Gatherings: HCWs who have attended a mass gathering (>100people), will be offered and encouraged to be tested within 14 days of attending the event.
8. Public Transportation Use: HCWs who frequently use public transit systems may be tested, if they wish. Testing is not recommended more than every 14 days.

Population Monitoring & Re-testing

1. Having established baseline prevalence information about the HCWs at Stanford Medicine, OHREC/OHTEC partners with hospital epidemiology to monitor the incidence of COVID-19 infection through these activities:
   a. Symptom monitoring and OHTEC/OHREC encounters with employees for screening/testing
   b. Testing results of the HCWs through OHREC testing
   c. Contact tracing of COVID-19 positive patients and HCWs and following exposure testing protocol
   d. Stanford University research studies examining healthcare worker and community surveillance
   e. When a cluster occurs (a work unit where TWO or more positive HCW cases, symptomatic or asymptomatic, occur within a one-week period), without an unequivocal external source, OHREC consult with IPC assess the unit with testing as a possible recommendation.
2. Stanford Medicine OHREC/OHTEC will continuously monitor the guidance from the CDC, CDPH, and local counties
Healthcare Worker Exposure Management

1. Exposure Definition
   - Any unmasked (procedure mask) healthcare worker (HCW), who has had contact with an unmasked COVID-19 positive individual within a 6 foot radius for more than 15 minutes OR
   - HCW who was masked (procedure mask), but without eye protection who has had contact with unmasked COVID-19 positive individual within a 6 foot radius for more than 15 minutes OR
   - If aerosol-generating procedure has occurred: HCW who was not wearing an N95 mask and face shield or eye protection during the procedure performed on a COVID positive individual.

2. Infectious window look back periods for Stanford Medicine encounters
   - If COVID+ individual is symptomatic: look back period at least 2 calendar days before date of symptom onset
   - If COVID+ individual is asymptomatic: look back period at least 2 calendar days before day of test

Additional Guidance:

1. HCW who have had close contact with a COVID-19 positive patient while the HCW is wearing appropriate PPE and following masking protocols for staff and patients are not considered exposed. These HCWs should follow current OHTEC and OHREC standards.
2. HCW must notify OH-TEC if they have had a close specific community exposure to a COVID-19 positive patient outside of the healthcare setting.
COVID-19 Occupational Health
Healthcare Worker Testing Locations
Updated: 7/19/2020

**Asymptomatic Healthcare Worker Swab Testing**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health Respiratory Evaluation Center (OH-REC) Call for appointment 650-497-9595</td>
<td>300 Pasteur Dr Stanford, CA 94305 1st Floor, ED Extension</td>
<td>M-F 8AM-5PM SAT 8:30AM-5PM</td>
</tr>
<tr>
<td>SHC-ValleyCare Occupational Health Call for appointment 925-416-3562</td>
<td>4000 Dublin Blvd, Suite 150 Dublin, CA 94568</td>
<td>M-F 8AM-5PM</td>
</tr>
</tbody>
</table>

**Symptomatic Healthcare Worker Swab Testing**

(Only those who have been directed here by Occupational Health)

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galvez Lot Call for drive through appointment 650-497-9595</td>
<td>270 Galvez/291 Lasuen Gate 3 Entrance Employee entrance at Campus Drive &amp; Lasuen Street</td>
<td>M-F 8AM-5PM SAT 8:30-5PM</td>
</tr>
<tr>
<td>SHC-ValleyCare Occupational Health Call for appointment 925-416-3562</td>
<td>4000 Dublin Blvd Dublin, CA 94568</td>
<td>M-F 8AM-5PM</td>
</tr>
</tbody>
</table>
When should you call OHTEC (Occupational Health Telephone Evaluation Center)?

☐ If you are experiencing any of the symptoms listed below:

- fever (subjective or T ≥100º Fahrenheit/37.8º Celsius) or
- cough or
- shortness of breath or
- sore throat or
- fatigue or
- muscle ache or
- new loss of smell and/or taste or
- runny nose/congestion or
- headache or
- diarrhea or
- nausea or
- vomiting or
- chills

☐ If you meet one of the criteria listed below in “what is an exposure?”

☐ If you are living with a household member who has tested COVID-19 positive

☐ If you were exposed to an individual (patient or employee) who is COVID positive and were notified by your manager of the possible exposure meeting criteria (listed below)

☐ If you had a positive COVID-19 test performed anywhere outside of SHC

☐ If you have attended a mass gathering (>100 people) in the last 14 days or frequently ride public transportation or have traveled by airplane and you wish to be tested

☐ If you return from international travel
  - You will be required to self-quarantine for 7 days upon return before returning to work, have a test on day 5, and follow OHTEC guidance.

What is an exposure?

- Any unmasked (procedure mask) healthcare worker (HCW), who has had contact with an unmasked COVID-19 positive individual within a 6-foot radius for more than 15 minutes OR

  - HCW who was masked (procedure mask), but without eye protection who has had contact with unmasked COVID-19 positive individual within a 6-foot radius for more than 15 minutes OR

  - If aerosol-generating procedure has occurred and HCW was not wearing a N95 and face shield or eye protection during the procedure with a COVID-19 positive individual

OH-TEC (Occupational Health Telephone Evaluation Center)

650-497-9595
Temporary Lodging Discounts

• We understand these are challenging times. With COVID-19, we recognize that temporary lodging is a growing need. Stanford Medicine is actively working with community partners to provide affordable housing options to all those that need it.

• This document provides information on hotels that have offered discounted lodging rates to Stanford employees over the coming months.

• **Discounts Available as of 3/27**
  1. Hyatt Centric Mountain View
  2. Hilton Garden Inn Palo Alto
1) Hyatt Centric Mountain View

- **Name:** Hyatt Centric
- **Location:** 409 San Antonio Road, Mountain View, CA 94040
- **Pricing**
  - Standard Room – $79/night + fees
  - Studio Suite – $99/night + fees
  - 8 hour rest and recharge – $59/night + fees
- **Make a reservation:**
  - Contact Keith Battaglia directly and mention healthcare worker discount
  - keith.battaglia@hyatt.com
  - 650-966-6933
2) Hilton Garden Inn

• **Name:** Hilton Garden Inn

• **Location:** 4216 El Camino Real, Palo Alto, CA 94306

• **Price:** $89/night + fees

• **Make a reservation:**
  - Contact Lilyvan Ma and mention Stanford Medicine discount (contact info below)
  - [Lilyvan.Ma@Hilton.com](mailto:Lilyvan.Ma@Hilton.com)
  - 650.843.0795
**Purpose:** To Support Physicians & Employees with Lodging Challenges Due to COVID-19

We understand these are challenging times. With COVID-19, we recognize that temporary, local lodging is a growing need. Stanford Medicine has arranged a limited number of hotel rooms to provide lodging near the medical center. If you are in need of temporary lodging, please provide the requested information. Rooms will be prioritized to individuals who meet all of the following criteria:

1. Physicians/employees working in units/departments caring for a high proportion of COVID-19 positive patients.
2. People who are leaving the hospital and have less than 10 hours until their next shift begins.
3. Individuals who have an extended commute (>60 minutes) to their place of residence.

Individuals who do not meet these criteria but face challenges for other reasons can also submit a request with individual situation and need. All requests will be considered on a case by case basis and depend on room availability. Rooms will be provided on a day-by-day basis.

1. **To Submit a Request:**
   - Navigate to the COVID-19 Page from the Intranet or by clicking:
     - [https://stanfordhc.service-now.com/esm?id=sc_cat_item&sys_id=00b3efe3dbe7c9001af176a48961988](https://stanfordhc.service-now.com/esm?id=sc_cat_item&sys_id=00b3efe3dbe7c9001af176a48961988)
   - Enter in the Necessary Information.
   - Know: Selections will be made Daily. It is Recommended that you Submit your Request more than 24 Hours in Advance.

2. **Enter in the Necessary Information.**
   - Self
   - Those I Live With
   - Other

   - *Email*
   - *Phone Number*
   - *Organization*
   - *Date & Time Shift Ends*
   - *Date & Time Following Shift Begins*
   - *Position*
   - *Rationale for Requesting Temporary Lodging Other than 3 Criteria for Preferred Temporary Lodging*

3. **You will Receive an Email Confirmation of your Request Submission.**

4. **If Approved, You Will Receive an Email with Instructions to take to the Hotel Front Desk.**