

**Details of Affected Staff**

Name:	Worksite:	Location of Isolation:
Job title:	Nationality if Visitor to Site:	Date of birth:
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
<b>Symptoms noticed:</b>		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever on-set: _____		
Time of isolation: _____		
Travel history over the past 8 days:		
Countries visited _____		
Flights taken: _____		
Where referred:		
Contact List (See separate page)		

**Details of Reporter**

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

\*\*\*If 2 or more symptoms above are checked please call: [682-236-7601](tel:682-236-7601). This is a Texas Health Dallas Hotline number set up for COVID-19 screenings. The calls are with live nurses and/or doctors to help with initial screening and will instruct the employees on where to go and what to do.

**Persons Whom the Affected Staff Has Interacted with Since Displaying Symptoms**

<b>Name</b>	<b>Email</b>	<b>Telephone no.</b>	<b>Address</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Below is the steps for our (local manufacturer) pandemic plan. This indicates the steps our business will take to manage staff that become ill at work.

Using a screening flowchart (see table 6), the Pandemic Manager:

- I. **Call In Employees:** All employees should be instructed to call in if they have symptoms of the suspected illness and the supervisor or lead taking the call needs to follow the symptoms checklist to be turned into HR and return to work only once cleared by a doctor and proven not to have tested positive for the Pandemic Illness.
  1. If the employee leaves a voicemail, supervisor or lead needs to call back and fill out questionnaire and inform employee of the steps/policies.
  
- II. **On-Site Employees suspected of Illness:**
  1. Once an employee has been identified the supervisor or lead will take the employee to the satellite HR Room or First-Aid room.
    - i. Do not come in contact with the employee directly:
      - a. CDC defines contact as within 6 feet of the employee
  2. The employee should be informed where they can find a surgical mask and instructed to wear it immediately. This is to help protect other staff.
  3. Follow the Health Screen form:
    - i. Check if the employee has any of the symptoms outlined in the first section of the flowchart/checklist.
  4. If the employee does not have any symptoms like those listed, they are very unlikely to have coronavirus, and should be reassured but advised to call the Pandemic Manager again later or to see their Manager if they are still concerned.
  5. If the employee does have symptoms that match some of those listed, they should be treated as a "suspect case."
    - i. Fill out the potential contact list on the back of the Health Screen form at this point
      - a. If the employee is confirmed to have the pandemic virus, advise contacts that they have been in contact with a person who contracted the virus and should be sent home. They should remain there and contact their health professional for further instructions.
    - ii. Retrace Steps in the facility for containment and sanitation.
    - iii.
  6. The employee should leave work and immediately contact a health professional in the manner advised by the local ministry of health on its website at that time. This may involve phoning the person's normal doctor or nurse, or a specially designated centre to seek further advice. The employee's manager should be informed that they have left work.
    - i. A Hotline number has been set up by Texas Health Dallas with Nurses and Doctors to help with initial screening. Please call [682-236-7601](tel:682-236-7601) for screening. They will tell the employee what they need to do and potentially save them a doctors visit.
  7. The employee, should, if at all possible, avoid public transport when leaving work.
  8. The employee's work station should be cleaned and disinfected.(reference 2.3 of Pandemic Plan)
  9. Advice to the employee on how long to stay away from work (the local ministry of health website will have advice on this once the characteristics of a pandemic are known);
  
- III. **Return to Work:**
  1. Employees are allowed to return to work either:
    - i. If they are the suspected employee and a doctor clears them to return due to **negative test** or no longer have the illness.

## Dos and Don'ts of Assessing Employee Wellness During the COVID-19 Pandemic

**What to do if Employee reports he/she is sick or appears to have symptoms consistent with COVID-19 (fever, cough, shortness of breath):**

Speak with Employee in private; start by asking "How are you feeling?"
#1: Confirm if Employee has traveled to High Incident Region in last 14 days
<ul style="list-style-type: none"><li>• If no, go to #2</li><li>• If yes, follow #3</li><li>• Suggested Talking Point: "We appreciate your effort and commitment to (Local Manufacturer), but it is in your best interest, as well as the interest your coworkers and the business, for you to get tested and self-quarantine until you feel better."</li></ul>
#2: Confirm if Employee has been in contact with (or has family, household member or other close interaction with someone who has been in contact with) a suspected or confirmed case of the coronavirus
<ul style="list-style-type: none"><li>• If no, treat under normal factory protocol (i.e., send the employee home and treat sick days in accordance with plant attendance policy)</li><li>• If yes, follow #3</li><li>• Suggested Talking Point: "We appreciate your effort and commitment to (Local Manufacturer), but it is in your best interest, as well as the interest of your coworkers and the business, for you to get tested and self-quarantine until you feel better."</li></ul>
#3: If travel or contact confirmed:
<ul style="list-style-type: none"><li>• Recommend Employee seek medical attention</li><li>• Send Employee home and require self-quarantine for 14 days; require a health care provider release before Employee can return to work</li><li>• Initiate Contract Tracing to determine who has been in Close Contact (within 6 feet/2 meters for more than 15 minutes)</li><li>• Send home anyone who has been in Close Contact and require self-quarantine for 14 days; require a health care provider release before Close Contact can return to work</li><li>• Deep Clean line with approved Cleaning Agents</li><li>• Deep Clean common areas (canteens, changing rooms, toilets, etc.) with approved Cleaning Agents</li><li>• Contact (Local Manufacturer) COVID-19 task force for any further guidance and to communicate the situation to the appropriate persons.</li></ul>

**What to do if Employee voluntarily discloses he/she has been diagnosed with COVID-19?**

Employee discloses diagnoses while at home:
<ul style="list-style-type: none"><li>• Thank Employee for disclosing diagnosis</li><li>• Ask affected Employee to identify all individuals who have worked in close proximity with him/her during the previous 14 days</li><li>• Require affected Employee to self-quarantine for at least 14 days and do not permit him/her to return with work without a health care provider release</li><li>• Follow last 5 steps of #3 above</li></ul>
Employee discloses diagnoses while at work:
<ul style="list-style-type: none"><li>• Thank Employee for disclosing diagnosis</li><li>• Ask affected Employee to identify all individuals who have worked in close proximity with him/her during the previous 14 days</li><li>• Promptly send affected Employee home</li></ul>

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|--|
| <ul style="list-style-type: none"><li>• Require affected Employee to self-quarantine for at least 14 days and do not permit him/her to return with work without a health care provider release</li><li>• Follow last 5 steps of #3 above</li></ul> |
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**What not to do if Employee presents with symptoms consistent with COVID-19 but hasn't said he/she has been diagnosed positive?**

Do not make inquiries about Employee's specific medical diagnosis, like "Do you have Coronavirus?"
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Do not ask Employee if he/she is immuno-compromised or has a chronic condition
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(Local Manufacturer) cannot require Employee to be tested for COVID-19
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(Local Manufacturer) cannot require Employee to get the influenza or future COVID-19 vaccine
--

Do not disclose the name or other identifying information about the suspected affected Employee with the employee population
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**What not to do if Employee discloses he/she has been diagnosed with COVID-19?**

Do not ask Employee if he/she is immuno-compromised or has a chronic condition
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(Local Manufacturer) cannot require Employee to get the influenza or future COVID-19 vaccine
--

Do not disclose the name or other identifying information about the affected Employee with the employee population
--

**Note: All information about Employee illness must be maintained as a confidential medical record in compliance with the Americans With Disabilities Act.**