

CHECKLIST FOR MANAGERS THAT HAVE CONFIRMED COVID-19 CASE ON THEIR UNIT.

This checklist serves as a guidance tool when an operational leader receives a notification regarding a patient (could be staff member) confirmed case of positive COVID-19

- Confirm that patient (maybe staff member) has confirmed (positive) COVID-19 lab result. Result must be reported via MHO/Communicable Disease unit.
- Determine the source of exposure. Is it worksite or community/at home/public. This information will most likely come from Medical Health Officer (MHO) through interview with patient/*staff member* or from *risk assessment by ICPs*.
- Confirm MHO/CD nurse or Infection control has notified the Provincial Workplace Health Call Centre Occupational Health Nurse (OHN). Notification must be sent by email OHN@WHCallCentre.ca
- Review COVID-19 BC CDC Health Care Worker Exposures Risk Assessment Tool. (page 3)
- Ask the Portfolio clerk or the designated time keeper to generate the list of staff that worked during the MHO designated infectious period.
- Determine whether there were medical residents, physicians, contractors/*security, pastoral care*, or allied health staff that need to be added as well to the list of staff. If other department managers need to be involved *please* contact them *as well*.
- Review the full list and determine which staff members had contact with *the patient/staff member* during infectious period.

Send/Email staff list of exposed and potentially exposed staff members to OHN@WHCallCentre.ca and also Employee Safety SafetyandPreventionFSN@VCH.ca

For exposed physicians, send the list to POSH@VCH.ca

Staff will be contacted within 24 hours by Provincial Workplace Health Call Centre with instructions on self-isolation, testing, self-monitoring and/or return to work.

Public Health may also contact staff to self-isolate as part of the case and contact tracing. Staff should phone the Absence Call Line to report any absence from work. Exemptions to quarantine directives may be assessed on a case-by-case basis by Medical Health Officer (MHO). Operational leaders who are experiencing critical staffing challenges may contact the PH to discuss any staff exemptions provided that staff member has disclosed their self-isolation and consents to their manager contacting Public Health for an exemption.

- Managers can email PH at general intake line:
MHOandCDNurseOnCall@vch.ca
- In the body of the email please specify that they are a manager who would like to have an employee assessed for an exemption to quarantine.
- Unit/Department:
- Employee name:
- Employee city of residence:
- Call back number:

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health












BC Health Care Worker Exposures Risk Assessment Tool






STEP 1:
Determine HCW PPE level

STEP 2:
Determine patient exposure scenario

STEP 3:
Determine risk level

STEP 4:
Implement recommended measures

Exposure Scenario		Exposure Risk	Recommendation
HCW PPE	PATIENT		
-	 2m distance	NO RISK	<p><u>Not</u> considered a close contact.</p> <p>If HCW asymptomatic,</p> <ol style="list-style-type: none"> CONTINUE to work, follow general precautions for all HCW No further follow-up required by WHS <p>If HCW develops symptoms,</p> <ol style="list-style-type: none"> EXCLUDE from work + SELF-ISOLATE (until cleared for return to work) NOTIFY supervisor/delegate TEST – follow facility process to get tested or contact PWHCC
	 Less than 15 mins		
All appropriate PPE	 Wore mask		
	 NO mask		
No gloves/gown (but wore mask + eye protection)*	 Wore mask	LOW RISK	<p>If HCW asymptomatic,</p> <ol style="list-style-type: none"> CONTINUE to work SELF-MONITOR for symptoms for 14 days <p>If HCW develops symptoms,</p> <ol style="list-style-type: none"> EXCLUDE from work + SELF-ISOLATE (until cleared for return to work) NOTIFY supervisor/delegate TEST – follow facility process to get tested or contact PWHCC
	 NO mask		
No surgical mask/ No eye protection	 Wore mask		
Perform AGMP + Wore surgical mask	-		
No PPE	 Wore mask		
	 NO mask		
No surgical mask/ No eye protection	 NO mask	HIGH RISK	<p>If HCW asymptomatic and essential:</p> <ol style="list-style-type: none"> CONTINUE to work WITH PRECAUTIONS (wear mask at all times, practice physical distancing) SELF-MONITOR for symptoms for 14 days <p>If HCW asymptomatic and non-essential:</p> <ol style="list-style-type: none"> EXCLUDE from work + SELF-ISOLATE for 14 days NOTIFY supervisor/delegate SELF-MONITOR for symptoms <p>If HCW develops symptoms,</p> <ol style="list-style-type: none"> EXCLUDE from work + SELF-ISOLATE (until cleared for return to work) NOTIFY supervisor/delegate TEST – follow facility process to get tested or contact PWHCC
	 Active cough		
Perform AGMP + No N95 respirator/ No eye protection	-		

-  HCW and patient were more than 2m apart during entire interaction
-  Patient-provider interaction lasted less than 15 minutes (may be cumulative)
-  Patient wore a mask during entire interaction
-  Patient did NOT wear a mask
-  Patient had active cough or cough-inducing procedure performed (e.g. swabbing)

*Risk level may increase for not wearing gloves and gown if there was extensive body contact with the patient's body fluids.

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): **1-888-COVID19 (1888-268-4319) or text 604-630-0300**

