**COVID-19: VUMC Workforce Exposure, Infection, and Return-to-Work Guidelines**

**Exposure:** being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, when not wearing appropriate PPE.

**Symptoms:** fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

**Quarantine:** stay home, separate from others, wear a mask, and monitor for symptoms.

**Household contact:** someone you live with or are indoors with for an extended length of time.

**Isolate:** stay at home, stay separate from others in a sick room or area, use separate bathroom, if possible, and clean and disinfect common areas after each use.

**Fully vaccinated:** greater than 14 days following the final dose of your primary vaccine series. (For the purposes of this document, boosters are not included in this definition.)

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**If you are not fully vaccinated and you were exposed at work or in the community**

(see page 2 for “If you are not fully vaccinated and were exposed at home”)

**IF YOU HAVE NO SYMPTOMS**

- If a community exposure, you can continue to work, but must self-monitor for symptoms for 14 days, and:
  - you **MUST** wear a surgical/procedural (not cloth) mask **AT ALL TIMES** while at work.
  - if you have no symptoms, you will not be tested.
- If a work exposure, you must stay home and quarantine, and:
  - submit a First Report of Injury through VERITAS (veritas.app.vumc.org).
  - complete any surveys sent to you by Occupational Health (Occ Health).
  - follow steps 4 through 6 under “If you are not fully vaccinated and were exposed at home” on page 2.

**IF YOU DEVELOP SYMPTOMS**

1. If at work, **STOP work** and remove yourself from the workplace.
2. Notify your supervisor.
3. Get assessed at a VUMC site (see page 3 for locations).
4. **Go home and isolate** while waiting for test results in MHAV.

**NEGATIVE COVID-19 TEST RESULT**

- If you no longer have symptoms, return to work.
- If you have a fever, stay at home until you have no fever for 24 hours without fever-reducing medicine.
- If you have respiratory symptoms, you can return to work, **but MUST** wear a surgical/procedure (not cloth) mask until symptoms resolve.

**POSITIVE COVID-19 TEST RESULT:**

- Occ Health will call you to discuss next steps. If the test was done outside VUMC, you **must report** the result to Occ Health via this REDCap survey (tinyurl.com/VUMC-Outside-Positive).
- Notify your supervisor that you have been instructed to stay at home.

- You **MUST** isolate at home and follow the “Return to work after your positive test result” guidelines on page 2.

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Exposure guidelines continue on page 2
Return to work after your positive test result

Most individuals can return to work after 5 to 10 days from symptom onset, as long as symptoms are improving. Occ Health will send you a REDCap Survey (tinyurl.com/Day5-RTW) by day 5 to guide your return to work. Upon return, you cannot work with severely immunocompromised patients (e.g., hem-onc and transplant) until after day 10.

If you get a follow-up test* and it is negative:
- If you are not immunosuppressed, your follow-up test must be collected on day 4 or later. You cannot return to work until after day 5** at the earliest.
- If you are immunosuppressed, your follow-up test must be collected on day 9 or later. You cannot return to work until after day 10** at the earliest.

If you get a follow-up test* and it is positive, you cannot return to work and you can test daily until the test is negative or you meet the criteria at the right.

* PCR and home antigen tests will be accepted for return to work. PCR tests can be obtained at OHO or the MCE E-POD testing site, or other available non-VUMC site.
** After symptom onset (non-immunosuppressed example: symptom onset is Jan. 1=day zero; Jan. 5=earliest test day; Jan. 6=day five; may return Jan. 7.)

If you do not get a follow-up test:
- If you are vaccinated and not immunosuppressed, you cannot return to work until after day 7** at the earliest.
- If you are unvaccinated and not immunosuppressed, you cannot return to work until after day 10** at the earliest.
- If you are immunosuppressed, you cannot return to work until after day 20** at the earliest regardless vaccination status.

If you are not fully vaccinated and were exposed at home

1️⃣ IF THE HOUSEHOLD CONTACT’S TEST RESULTS ARE:
- negative—you may continue to work with no restrictions.
- pending and you have no symptoms—you may continue to work, but you MUST wear a surgical/procedural mask at ALL TIMES while at work. Isolate yourself from the household contact until the test result is known.
- positive—stay (or go) home and quarantine:
  - if you are able to isolate from the infectious individual—begin your quarantine at home and away from others.
  - if you are unable to isolate—your quarantine begins after the infectious individual meets the following criteria:
    a. 10 days from symptom onset,
    b. fever-free without fever-reducing medicine for 24 hours, and
    c. their symptoms improve.

2️⃣ NOTIFY YOUR SUPERVISOR

3️⃣ COMPLETE OCC HEALTH’S self-reporting Enrollment Form (tinyurl.com/vumcCOVID19report)

4️⃣ COMPLETE NEXT STEPS
- Once you begin your quarantine if you remain asymptomatic, on Day 7, Occ Health will notify you via the daily symptom monitoring survey that a COVID-19 test order has been placed and you need to get tested at a VUMC testing site (see page 3 for locations). If you are asymptomatic, you will not get a ‘rapid test.’ If your test is negative, Occ Health will notify you to return to work.
- Once you begin your quarantine if you are symptomatic, you need to get tested at a VUMC testing site and follow the instructions on page 1 under “IF YOU DEVELOP SYMPTOMS.” If your test is negative, you will need a second test on Day 7 ordered by Occ Health before you can return to work.

5️⃣ RETURN TO WORK
- When you return to work, you must wear a surgical/procedure mask at all times through the 14-day monitoring period.
- You should not remove your mask in common areas to eat or drink, or when around other people.
- You cannot work with severely immunocompromised patients (such as those on hem-onc and transplant units).

6️⃣ CONTINUE TO MONITOR FOR SYMPTOMS FOR THE FULL 14 DAYS AFTER YOUR LAST EXPOSURE.
If you are **fully vaccinated** and were **exposed at work or in the community**

1. If exposed at work, submit a **FIRST REPORT OF INJURY** through **VERITAS** (veritas.app.vumc.org) and complete any surveys sent to you by Occ Health.

2. **CONTINUE TO WORK**
   - While at work, you must wear a surgical/procedure (not cloth) mask at all times.
   - You should not remove your mask in common areas to eat or drink.
   - If you develop COVID-19 symptoms:
     - **GO HOME** and be evaluated for COVID-19 infection.
     - If your test is positive, refer to “positive COVID-19 test result” on the bottom of page 1.
     - If your test is negative, you may return to work as long as you have no fever for 24 hours without fever-reducing medicine.

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If you are **fully vaccinated** and were **exposed at home**

1. **COMPLETE OCC HEALTH’S self-reporting Enrollment Form** ([tinyurl.com/vumc-COVIDreport](tinyurl.com/vumc-COVIDreport))

2. **CONTINUE TO WORK**
   - While at work, you must wear a surgical/procedure mask at all times.
   - You should not remove your mask in common areas to eat or drink.
   - We will test you at day 7 after your household contact’s symptom onset and, if your test is positive, you will need to stay home from work.
   - If you develop COVID-19 symptoms:
     - **GO HOME** and be evaluated for COVID-19 infection.
     - If your test is positive, refer to “positive COVID-19 test result” on the bottom of page 1.
     - If your test is negative, you may return to work as long as you have no fever for 24 hours without fever-reducing medicine.

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**VUMC testing and Occupational Health offices**

**VUMC TESTING AND ASSESSMENT SITES**
- Occupational Health Express Care (7:30 a.m.–4 p.m., Monday–Friday; Medical Arts Building, Suite 112)
- One Hundred Oaks (testing for ages 2 and older: 8 a.m.–4:15 p.m., every day; 719 Thompson Lane, Entrance D)
- Vanderbilt Health Walk-in Clinics
- Vanderbilt Health Clinics at Walgreens

Find locations at [My Health Walk-In Clinics](myhealthwalkin.com)

**VUMC EMPLOYEE HEALTH OFFICES**
- **Vanderbilt Wilson County Hospital** employees: Contact the Employee Health office in the Quality Building or call 615.443.2581.
- **Vanderbilt Bedford County Hospital** employees: Contact the Employee Health office in the Quality Department or call 931.685.8404.
- **Vanderbilt Tullahoma-Harton Hospital** employees: Contact the Employee Health office or call 931.393.7944.