

## Standard Operating Procedure

### COVID-19 Suspected or Confirmed—Tracking Staff Entering Patient Rooms

Given the unique aspects of the COVID-19 post-exposure monitoring process, units and clinics should keep track of employees caring for or coming in close contact with a hospitalized known or suspected COVID-19 patient. This is necessary to ensure identification of staff that may need monitoring.

#### Process Instruction:

1. A log entry is needed for anyone entering the room of a *known or suspected* COVID-19 patient. This includes patients with a positive or pending COVID-19 test result.
2. Please use the 'Staff Tracking Log' to document all VUMC employees that care for or come into close contact with a suspected/known COVID+ hospitalized patient.
3. Only one entry by the staff member is required per shift.
4. Upload the Staff Log to the *COVID-19 Staff Tracking Log* Redcap <https://redcap.link/in3300eu>
5. Area leadership should upload the log daily from the previous shifts by 1000 or 2200.

#### Occupational Health Instruction:

Once a patient is identified as a known/suspected COVID+ patient, the patient care area should begin completing the *Staff Tracking Log*. Managers of the area will be responsible for collecting (on the Staff Tracking Log) the name of staff members in their department that have cared for the suspected/known COVID+ patient for the dates previous to testing.

For suspected COVID+ patients, the tracking should begin at suspicion of infection, and staff logs be sent to OHC. If patient testing is confirmed negative, staff logs can be stopped.

Occupational Health will notify exposed individuals via email of the need to self-monitor if they meet the Centers for Disease Control and Prevention (CDC) exposure criteria. Occupational Health will provide in an email the link to the REDCap post-exposure survey enrollment form.

If you do not hear from Occupational Health within 72 hours of the test result and feel you were exposed to a confirmed COVID-19 case, please contact them at 615-936-0955. This will allow for contact investigation and identification.

From <<https://www.vumc.org/health-wellness/news-resource-articles/covid-19-clinical-post-exposure-monitoring-detailed-process>>