

## TRAINING UPDATE

**Lab Location:** GEC, SGMC & WOMC  
**Department:** Mgmt

**Date Distributed:** 5/8/2020  
**Due Date:** 5/31/2020  
**Implementation:** 5/14/2020

### DESCRIPTION

<b>Name of procedure:</b>
<b>COVID-19 Return to Work Protocol SGMC.SA934 v1</b>
<b>Description of change(s):</b>
<p>This is a new SOP that describes process for employee to return to work after COVID-19 quarantine or isolation</p> <p style="text-align: center;"><a href="#">This SOP will be implemented May 14, 2020</a></p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

<b>Title</b>	<b>COVID-19 Return to Work Protocol</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 5/4/2020
<b>Owner</b>	Robert SanLuis, Stephanie Codina	Date: 5/4/2020

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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**1. PURPOSE**

This document provides a protocol for returning an employee to work following a COVID-19 related Quarantine/Isolation. The matrix will be used when not in conflict with any government or public health directives.

**2. SCOPE**

This policy is applicable to all laboratory employees with known or suspected COVID-19 or who have had Close Prolonged Contact with someone with known or suspected COVID-19.

**3. RESPONSIBILITY**

<b>Responsible Party</b>	<b>Task</b>
Laboratory Services Director	<ul style="list-style-type: none"> <li>Review and localize this Protocol and subsequent updates.</li> <li>Communicate the Protocol to department leaders for dissemination to department staff.</li> </ul>

Responsible Party	Task
Department Manager/Supervisor	<ul style="list-style-type: none"> <li>Monitor compliance of employees to Protocol guidance</li> </ul>
Employees	<ul style="list-style-type: none"> <li>Follow the return to work criteria applicable to their exposure, symptoms or test results.</li> </ul>

#### 4. DEFINITIONS

Term	Definition
Close Prolonged Contact (CPC)	Contact within 6 or less feet for 10 or more minutes with someone with COVID-19 or suspected COVID-19 while not wearing a mask, other face covering, or respirator.
COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test	A test to determine if someone is actively infected with COVID-19.
COVID-19 Antibody Test	A test to detect antibodies developed as the result of a COVID-19 infection.
COVID-19 Symptoms	Primary symptoms include fever, dry cough, trouble breathing and lack of taste or smell. Other flu-like symptoms may exist.
Daily Symptom Check	The act of taking one's temperature to note the presence of fever and noting the presence and development of other COVID-19 Symptoms.
Isolation	To remain separated from others during a period of illness in order to prevent infection of others
Quarantine	To remain separated from others due to CPC to determine if one is infected.
Return to Work Protocol	A select order of steps that must be followed as determined by the employee's COVID-19 circumstances, in order to determine if and when the employee may return to work.

#### 5. PROCEDURE

- 5.1 Employees who were told to Isolate or Quarantine must follow this Protocol, when not in conflict with any applicable government or public health directive. Employees, in conjunction with their supervisors and/or EHS and relevant Medical Directors, will generally follow A through E as applicable, which will be determined with reference to CDC guidance. If none of the below apply, please inform EHS and the HRSC. COVID-19 testing required in the return to work process can be obtained through the Employee Exposure and Screening Tool for COVID-19 ([here](#)).
- A. Employees who do not provide direct services to patients or the public and were Quarantined due to CPC, but did not experience any COVID-19 symptoms and did not take a COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test:
1. May return to work immediately with approval by EHS and Medical Director, as applicable.

2. Must wear mask or face covering for 14 days at work after last known exposure (If your facility has a face covering policy in effect you must continue to follow that policy.)
  3. Perform Daily Symptom Checks
- B. Employees who were Quarantined as a result of CPC, never had symptoms and took a COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test no less than 5 days after their last CPC, that was **NEGATIVE**:
1. May return to work immediately with approval by EHS and Medical Director, as applicable.
  2. Must wear mask or face covering for 14 days at work after last known CPC (If your facility has a face covering policy in effect you must continue to follow that policy.)
  3. Perform Daily Symptom Checks
- C. Employees who were Quarantined as a result of an exposure, never had symptoms and took a COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test that was **POSITIVE**:
1. Must wait 3 days and get another test
    - a. If the COVID-19 Viral RNA Test is negative, the employee may return to work after approval by EHS and Medical Director, as applicable.
    - b. If the COVID-19 Viral RNA Test is positive, repeat test every 72 hours until negative. The employee may return to work after approval by EHS and Medical Director, as applicable.
  2. Must wear mask or face covering for 14 days at work after negative test. (If your facility has a face covering policy in effect you must continue to follow that policy.)
  3. Perform Daily Symptom Checks
- D. Employees who were Isolated, had symptoms, and COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test was **NEGATIVE** **or** not performed:
1. Must inform their supervisor when symptoms such as fever and coughing start resolving without the use of medicine.
  2. If the employee took an initial COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test any time after symptoms began and the result was negative, the employee may return to work following symptom resolution.
  3. If no initial test was performed, take a COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test after three days of no symptoms without use of medicine.
    - a. If the COVID-19 Viral RNA Test is negative, the employee may return to work after approval by EHS and Medical Director, as applicable.
    - b. If the COVID-19 Viral RNA Test is positive, repeat test every 72 hours until negative. The employee may return to work after approval by EHS and Medical Director, as applicable.

4. Must wear mask or face covering for 14 days at work after last known exposure (If your facility has a face covering policy in effect you must continue to follow that policy.)
  5. Perform Daily Symptom Checks
- E. Employees who were Isolated, had symptoms and took a COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test that was POSITIVE
1. Must inform supervisor when symptoms such as fever and coughing start resolving without the use of medicine.
  2. Take the COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test after three days of no symptoms without the use of medicine.
    - a. If the COVID-19 Viral RNA Test is negative, return to work after approval by EHS and Medical Director, as applicable.
    - b. If the COVID-19 Viral RNA Test is positive, repeat the test every 72 hours until negative. The employee may return to work after approval by EHS and Medical Director, as applicable.
  3. Must wear mask or face covering for 14 days at work after last known exposure (If your facility has a face covering policy in effect you must continue to follow that policy.)
  4. Perform Daily Symptom Checks
- 5.2 After one of the above scenarios is completed, final approval to return to work is by local EHS and Medical Director, as applicable. In addition, any Adventist Hospital requirements must be met.
- 5.3 Alternate return to work protocol
- A. If approved by the Regional EHS Leader and Medical Director as applicable, individual employees may be evaluated for Return to Work under the CDC's current symptom-based, non-testing protocol.
  - B. This would be deemed an exception in unique circumstance, and should be used in conjunction with testing in most cases.
- 5.4 Return to Work Documentation
- All local EHS representatives will document every COVID-19 related return to work decision with an email to the Employee, the Supervisor and relevant Medical Director, if applicable. The email will have the email address: [EHS@questdiagnostics.com](mailto:EHS@questdiagnostics.com) and will consist of the following:
- A. SUBJECT: "Return to Work Decision for (Name)" Note: Keep the subjects the same. Do not use this subject for other emails that are not a final RTW decision.
  - B. BODY OF THE EMAIL:
    1. Name of the employee
    2. Date of return
    3. Identification of policy that allows return
    4. Relevant facts that allow return

*Example:* "John Doe, you reported on April 28 2020 that your COVID-19 Viral RNA Upper Respiratory/Nasal Swab Test taken on April 24 2020 is negative and

as per QDEHS730 Return to Work Decision Protocol Paragraph D you may return to work on April 29th.”

**6. RECORDS MAINTENANCE**

The Return to Work Decision emails will be kept in accordance with Quest Records Management Policy.

**7. RELATED DOCUMENTS**

Quest Diagnostics COVID-19 Employee Policy and other resources [COVID-19 Info Site](#)  
Quest Diagnostics Employee Exposure and Screening Tool for COVID-19 ([here](#))  
COVID-19 Employee Exposure and Screening, Safety procedure

**8. REFERENCES**

- CDC Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19 ([here](#))
- CDC Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 ([here](#))
- CDC Interim U.S. Guidance for Risk Assessment and Public Health Management of Healthcare Personnel with Potential Exposure in a Healthcare Setting to Patients with Coronavirus Disease 2019 (COVID-19) ([here](#))

**9. DOCUMENT HISTORY**

Version	Date	Section	Revision	Revised By	Approved By

**10. ADDENDA**

None