

## TRAINING UPDATE

**Lab Location:** GEC, SGMC & WOMC  
**Department:** All staff

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

### DESCRIPTION

<b>Name of procedure:</b>
<b>COVID-19 Employee Exposure and Screening SGMC.SA933 v1</b>
<b>Description of change(s):</b>
<p>This is a new SOP that describes process for handling employee exposure to COVID-19</p> <p style="text-align: center;"><b>This SOP will be implemented May 14, 2020</b></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 Employee Exposure and Screening</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**

The purpose of this document is to provide instruction and guidance to employees for reporting COVID-19 symptoms, diagnosis, quarantine or potential exposure incidents.

**2. SCOPE**

This protocol is applicable to all laboratory employees.

**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 policy to department leaders for dissemination to department staff.</li> </ul>

Responsible Party	Task
Human Resources	<ul style="list-style-type: none"> <li>Follow guidance in this document to assist the employee is information intake and providing access to the online tool link.</li> </ul>
PWN Health	<ul style="list-style-type: none"> <li>Engage with employee who receive COVID-19 testing, provide test results and consultation as needed.</li> </ul>
EPH (Employee Population Health)	<ul style="list-style-type: none"> <li>Will mail collection kits to employees based on the results of the online tool data report.</li> </ul>
Department Manager/Supervisor	<ul style="list-style-type: none"> <li>Communicate the protocol to staff.</li> <li>Monitor compliance of employees to policy</li> </ul>
Employee	<ul style="list-style-type: none"> <li>Follow guidance in this document to notify their supervisor and the HRSC regarding COVID-19 symptoms, diagnosis or potential exposure.</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.
Isolation	To remain in a confined area during a period of illness in order prevent infection of others.
Quarantine	To remain in a confined area due to CPC to determine if one is infected.

#### 5. PROCEDURE

##### 5.1 Reporting Potential Exposure or Symptoms

- A. Employees with COVID-19 symptoms, a COVID-19 diagnosis, or CPC with a person either diagnosed with COVID-19 or isolated due to suspected COVID-19, must report to their supervisor as per the Employee COVID-19 Policy.
- B. The supervisor will direct the employee to the link on the Quest Diagnostics' web page and/or send the link if necessary. If the employee is unable to access the portal he/she should contact the HRSC which will conduct the intake, ask the questions in the portal intake form and record the employee's answers in the portal. The HRSC representative will:
  1. indicate in the portal that they are filling the questions out for the employee
  2. read the informed consent and HIPAA authorization language to the employee verbatim and respond as directed by the employee
- C. The calls to the HRSC will be recorded and the recordings will be kept until further notice.
- D. The Exposure portal will replace Incident and Injury Investigation (III Form) reporting requirements for COVID-19 related events.

- E. The Exposure portal will replace SharePoint log reporting for COVID-19 illnesses.
- F. Traditional Incident reporting procedures and SharePoint log will continue to be used for other occupational injuries.
- G. Exposure incidents involving violence or other unusual circumstance will also be documented in the traditional manner utilizing the Incident Injury and Illness (III) form and SharePoint log
- H. Regional EHS will investigate each reported case for OSHA Recordable determination and Workers Compensation applicability, record these determinations for each case report cases to Travelers for case management as required.
- I. Employees who report through the portal will be tracked using the portal report for process under the Return to Work Protocol. Information will be used as per section 5.2.
- J. In addition, reporting must comply with the Adventist Hospital policies. Refer to the Adventist website for details.

## **5.2 Portal Functionality, Reports and Follow Up**

- A. The following steps will be followed:
  - 1. After receiving the link from their supervisor, the employee will access the portal and complete the online form. Alternatively, if the employee is unable to access the portal, the HRSC may ask the employee the questions on the portal and record the employee's answers in the portal.
  - 2. Using programmed logic, the portal will email employees at the email address provided whether or not they have been approved for COVID 19 testing. The programming logic may be changed with the approval of EHS, Medical, HR and Legal.
  - 3. When filling out the screening portal, employees will be prompted by the portal to sign an informed consent and HIPAA authorization, acknowledging the results will be disclosed to Quest as the employer. Employees who do not sign the authorization will be informed that they will not receive testing through Quest's program.
  - 4. The portal will provide a daily report of those employees who will be tested that will go to Employer Population Health (EPH) which will mail a specimen collection kit to the employee provided address.
  - 5. PWN will be informed of the list of employees to be tested and will engage those employees with their Patient tracking program. PWN will advise employees through this program whether to seek further medical assistance over the course of their illness.
  - 6. The employee will receive a specimen collection kit, make an appointment for online Quest Diagnostics physician observation in order to perform the self-collection and mail the specimen back to Quest in accordance with the enclosed instructions. (Addendum A)
  - 7. Tests will be ordered by a Quest Diagnostics or PWN Physician

8. Any specimens received from an employee who self-collected without supervision by a physician will not be tested.
  9. Quest will perform analysis of the specimen and deliver results to PWN and the MyQuest.
  10. PWN will contact employees with positive results.
  11. Negative and positive results will be reported to the employee via the MyQuest app.
- B. In accordance with HIPAA and applicable privacy laws, the online portal will create a daily report that will be evaluated by designees from Regional and Corporate EHS, Medical, and Human Resources. The reviewers will:
1. Review all reported events.
  2. Based on the reported illnesses, determine those in the company that may have had an Occupational exposure and open a Workers Compensation claim with Traveler's in accordance with current procedures as well as determine OSHA recordable status.
  3. Determine if any other individuals need to be contacted, isolated or tested by performing a root cause using the following methods:
    - a. Review spreadsheet exposure details (symptom onset; degree of symptoms, etc.)
    - b. Interview exposed / ill employee
    - c. Obtain from the employee business interactions and sites visited during the presumed infectious period
    - d. Apply current CDC Risk Exposure Guidelines to the exposure scenario
  4. During this process, the team will only disclose the results and the identity of the employee as is necessary to protect the health and safety of the employee and the employee's co-workers in accordance with applicable laws.
  5. If it becomes necessary in the judgment of reviewing entities to engage a supervisor in order to obtain potential exposure information, that information will be shared on a limited basis to preserve the employee's identity to the greatest extent possible. The supervisor will be informed that he/she may not share the information further.
  6. Once it is determined who requires testing, Isolation, or Quarantine, EHS and/or Medical will inform the supervisor that the employee(s) will need to miss work in accordance with the COVID-19 Employee Policy and EHS, Medical or the supervisor will reach out directly to the employee. The team will also request testing through EPH/PWN for those employees as needed.
  7. Supervisors may be asked to trace the path of a potentially infectious employee. The identity of the original employee may only be used for these purposes, and must be kept to a minimum to perform this work. During this process, the supervisor will only disclose the results and the identity of the employee as is necessary to protect the health and safety of the employee and the employee's co-workers. The supervisor will be informed that he/she may not share the information further without the permission of regional EHS.

C. Employees will be tracked for back to work protocol, occupational exposure case management and for testing as needed.

**6. RECORDS MAINTENANCE**

Tool, kit shipment and test reports will be maintained in a confidential manner in accordance with the Quest Records Management Policy. Incident (III) Reports will be filed in the local EHS office and in accordance with Quest Records Management Policy.

**7. RELATED DOCUMENTS**

- Quest Diagnostics COVID-19 Online Employee Exposure and Screening [Questionnaire](#)
- Quest Diagnostics COVID-19 Employee Policy and other resources [COVID-19 Info Site](#)
- Quest Diagnostics COVID-19 Return to Work Protocol (QDEHS730) ([here](#))

**8. REFERENCES**

Quest Diagnostics COVID-19 Employee Exposure and Screening Protocol (QDEHS731)  
CDC Coronavirus Resources - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**9. DOCUMENT HISTORY**

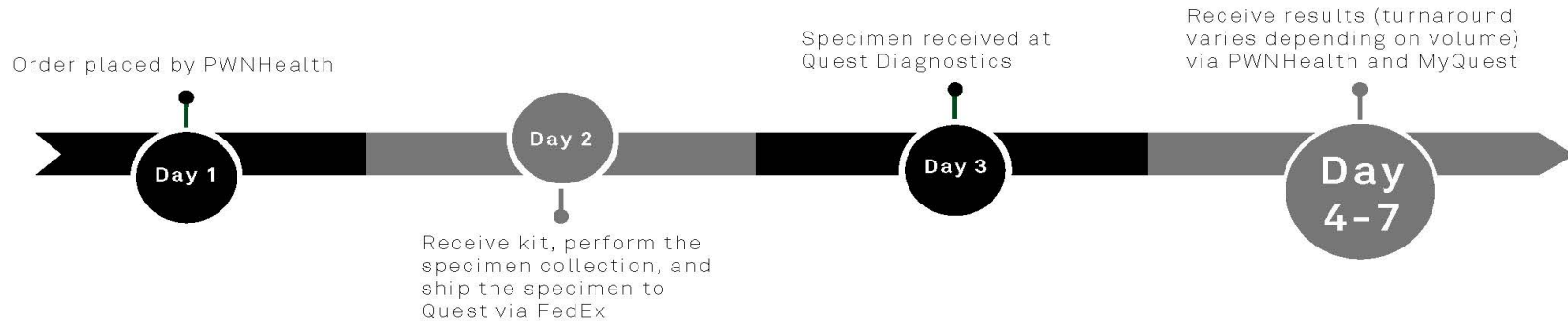
Version	Date	Section	Revision	Revised By	Approved By

**10. ADDENDA**

Addendum	Title
A	COVID-19 Specimen Collection Kit Instructions

## Addendum A


# Coronavirus (COVID-19) Specimen Self-collection Guide

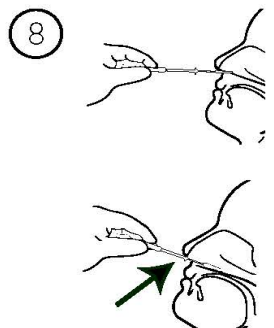


- 1 **Receive the self-collection kit package.** Disinfect the outside of the package with an anti-bacterial wipe and wash your hands prior to opening. Test kit is for use by one person.
- 2 After opening the package, **inspect the items inside and make sure you have each of the following:**
  - Test requisition form
  - Individual collection bag with the following inside it:
    - Swab
    - Viral Transport Medium Tube
  - FedEx Return Label
  - Return shipping box
- 3 Once you've confirmed receipt of all kit components, lay out the contents of the test kit on the table.

- 4 **Open the individual collection bag** that contains the swab which is inside an individual wrapper, and the tube.
- 5 **Using a blue or black pen,** write your name, date of birth, and collection date on the tube. Afterward, be sure the required fields on the test requisition are accurate and not blank. If blank, fill them in, and if incorrect, cross out the incorrect information and replace with the correct information.

Please be sure to complete the Date Collected, Time Collected, and Collector's Initials fields within the test requisition.

- 6  **CLEAN HANDS** Wash your hands with soap and warm water for at least 20 seconds.
- 7 Set the tube nearby before beginning the specimen collection. Open the collection swab wrapper by peeling open the top of the wrapper. **Remove the swab,** and hold it by the wide handle, taking care not to touch the tip of the swab or lay it down. **Note the safety stopping point, or "collar" on the swab.**

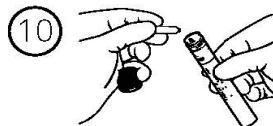


**8** Based on the swab type, the insertion stopping point may be different. Tilt your head back slightly, at a 70-degree angle, and gently insert the swab into your RIGHT nostril until the “collar” touches the outside of your nose.



Once the swab is in place, rotate it in a circular motion 2 times and keep it in place for 15 seconds. Repeat step 9 for the LEFT nostril using the same swab.

**9** Remove the swab but **DO NOT LAY THE SWAB DOWN OR TOUCH THE SWAB TIP**. While holding the swab in the same hand, remove the cap from the tube, and insert the swab into the tube with the transport medium. The transport medium ensures the specimen is preserved until it reaches the lab.



**10** Identifying the molded break point scoreline just below the swab handle, break the swab shaft against the side of the tube. If needed, gently rotate the swab shaft to complete the breakage; discard the top portion of the swab.

**11** Replace the cap onto the tube and close tightly to prevent leaks.

**12** Avoid splashing the transport medium in the tube on the skin. **If exposed, and/or after specimen collection is complete**, wash your hands with soap and warm water for at least 20 seconds.

**13** Place the tube and test requisition into the individual collection bag. This ensures the contents are protected.

**14** Place the individual collection bag into the return shipping box and secure the package with packing tape or duct tape.

**15** Place the pre-printed FedEx label on the return shipping box. Return the package to FedEx for shipping, either at your nearest FedEx location or by scheduling a FedEx pickup.

**IMPORTANT NOTE: THE SPECIMEN MUST BE RECEIVED AT A QUEST DIAGNOSTICS LAB WITHIN 24 HOURS OF COLLECTION TO BE VIABLE FOR TESTING. PLEASE MAKE SURE YOU GET THE PACKAGE TO FEDEX FOR SHIPPING SHORTLY AFTER COMPLETING YOUR SPECIMEN COLLECTION.**

If you'd like to view a demo video of the self-collection process, please consult the Quest Diagnostics Intranet.

If you would like to schedule a physician-monitored self-collection session, please email [Rita.X.Vaswani@QuestDiagnostics.com](mailto:Rita.X.Vaswani@QuestDiagnostics.com).

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