

Guidance for Asymptomatic On-Site UCR Personnel with Non-Healthcare Duties

Who should self-monitor for Novel Coronavirus (COVID-19)?

- Essential staff performing non-healthcare duties on the UCR campus (including School of Medicine and UCR Health personnel not performing healthcare duties on campus)
- Any UCR members on campus who may come in close contact (within 6 ft) of other persons
- Anyone who has been exposed (personal contact or within 6 ft) to a suspected or confirmed COVID-19 patient. For example, if you are a family member or caregiver of a suspected/confirmed COVID-19 patient. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- Contact with anyone returning from travel to areas with Level 2 or 3 CDC travel alerts for COVID-19 in the last 14 days

I've been told I should self-monitor for COVID-19 symptoms - what do I do?

1. Monitor yourself twice daily to track any signs of fever or symptoms (cough, shortness of breath, difficulty breathing). When checking for fever, it is recommended to do so without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
2. A self-monitoring form is provided on the following page for your convenience. Here are the symptoms you need to look out for:
 - Fever: temperature $\geq 100.4^{\circ}\text{F}$ (38.0°C)
Please consult with your supervisor if you do not have access to a thermometer.
 - New cough
 - New shortness of breath
 - New difficulty breathing
3. Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., wash your hands often with soap and water for at least 20 seconds, cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).

What should I do if I develop COVID-19 symptoms?

If symptoms appear, you should:

- Stay home and call your supervisor to report symptoms.
 - UCR will keep this information confidential and limited to only those with a need-to-know to address the situation. This information will *not* be maintained in your personnel file.
- If you seek medical treatment, contact the hospital or physician's office prior to going in.

Symptom Self-Monitoring Tracker

Day	AM			PM		
	Date & Time	Temperature	List Any Symptoms	Date & Time	Temperature	List Any Symptoms
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Active Monitoring for Asymptomatic On-Site UCR Personnel with Healthcare Duties

Who needs to self-monitor for Novel Coronavirus (COVID-19)?

- Essential staff performing healthcare duties in clinical areas on the UCR Campus
- Any healthcare provider exposed to a confirmed COVID-19 patient due to lack of proper personal protective equipment (PPE). For example:
 - You examined a confirmed COVID-19 patient without having both you and the patient wear a regular mask
 - A confirmed COVID-19 patient coughed/sneezed within 6 feet of your **and** you were not wearing both a regular mask and eye protection
 - You touched a confirmed COVID-19 patient's respiratory secretions and then the secretions came into contact with your eye, nose, or mouth before you cleaned your hands
 - You performed an aerosol-generating procedure (e.g., intubation, bronchoscopy, nebulizer treatment, positive pressure ventilation) without an N95 mask or PAPR
- Any healthcare provider returning (or has interacted with someone returning) from travel to areas with Level 2 and 3 CDC travel alerts for COVID-19 in the last 14 days

I've been told I need to actively monitor for COVID-19 symptoms - what do I do?

1. Monitor yourself twice daily to track any signs of fever or illness. A healthcare employee form ("Employee Statement COVID-19 Tracking Form") is provided on the following page for your convenience. Such monitoring allows you to get the right medical care and testing as quickly as possible while also protecting others from getting sick. Here are the symptoms you need to look out for:
 - Fever: temperature $\geq 100.4^{\circ}$ Fahrenheit (38.0° C)
 - New cough
 - New shortness of breath
 - New difficulty breathing
2. Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles).

What should I do if I develop COVID-19 symptoms?

If symptoms appear, you should:

- Stay home and call your supervisor to report symptoms
 - UCR will keep this information confidential and limited to only those with a need-to-know to address the situation. This information will *not* be maintained in your personnel file.
- Call for evaluation and possible arrangement of testing.

EMPLOYEE STATEMENT COVID-19 TRACKING FORM

UCR Health and Health Services

A. EMPLOYEE DETAILS

Name: _____ Employee # _____	Position: _____
Location: _____	Contact Tele#: () _____

B. EXPOSURE RISK

1. Since March 1st, have you had contact with a case of COVID-19 as a worker, a visitor, or patient outside **UCR Health, UCR Student Health Center** or other UCR clinical area.

Yes No

If yes, please indicate the geographic nature and the nature of the contact.

Geographic / Health Care Setting Nature	As a Worker	As a Visitor	As a Patient
Travel – CDC Level 3 country with widespread community transmission			
Hospital – COVID-19 suspect, presumed, or confirmed case			
Outpatient – COVID-19 suspect, presumed, or confirmed case Any other hospital			
Any other setting			

2. Have you had contact with a suspect or probable case of COVID? Yes No

3. Have you been assessed as a suspect or probable case of COVID? Yes No

C. SYMPTOMS:

Please check any symptoms that you may be experiencing at this time: check

Fever (over 100.0F)

Headache

Malaise, Fatigue

Runny Nose

Sore **Throat**

Cough

Difficulty Breathing

GI Symptoms

Other

Signature: _____

Date: _____