



STANDARD OPERATING PROCEDURE

Precautions for Employees Exposed to Confirmed or Suspected COVID-19 Patients

This SOP may be activated by the CEO and is effective immediately at the time of activation. It will remain in effect until deactivated by the CEO.

EFFECTIVE DATE: 04/01/2020

Revised: N/A

DEPARTMENT: Organization Wide

PURPOSE: The purpose of this SOP is to establish procedures for determining what precautions will be taken (a) when an employee is suspected or confirmed or suspected to have COVID-19, and (b) when an employee is exposed to a confirmed or suspected COVID-19 patient.

INTENT: The intent of this SOP is to:

- Protect the health and safety of all team members with standardized procedures consistent with CDC recommendations
- Support a healthy and productive workplace and prevent the spread of the Covid-19 virus among patients of MedStar.
- Guide managers and supervisors in identifying employees that present a risk of contagion and determining the appropriate precautionary measures.

PROCEDURE:

1. ***Application: Asymptomatic Employees exposed to Patients with Suspected or Confirmed Covid-19.*** This SOP only applies to asymptomatic MedStar employees who have the potential for direct or indirect exposure to patients or infectious materials, including body substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air. Refer to the Precautions for Employee's with Confirmed or Suspected COVID-19 SOP when employees have symptoms of Covid-19.
2. MedStar will generally follow the CDC's [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 \(COVID-19\)](#), as it may updated from time to time, with modifications as required to address MedStar's need to maintain a workforce sufficient to respond to community needs. The March 7, 2020 version of the CDC guidance is attached to this SOP but, where there are differences, this SOP controls. Based on that Guidance and MedStar's need to maintain its workforce, asymptomatic employees who have had prolonged close contact with Covid-19 patients or their secretions should be excluded from working and the worksite as follows:

- a) Exclude from working for 14 days if patient was not wearing a facemask and employee was not wearing a facemask or respirator.
 - b) Exclude from working for 14 days if patient was wearing a facemask and employee was not wearing a facemask or respirator.
 - c) In all other cases, the exposed employee may continue to work under 14 days of self-monitoring with supervision by Risk and Safety, as long as the employee wears a surgical mask or N95 mask while on duty.
3. **Patients Who are Persons Under Investigation:** If the exposure was to a Person Under Investigation who is awaiting testing or testing results, the measures in number 2 will apply if the patient test positive within 14 days or if test results are not expected within 72 hours. The employee must wear a surgical mask or N95 mask while on duty.
4. **Self-monitoring with Delegated Supervision:** Employees required to self-monitor under the supervision of Risk and Safety must have their temperature taken and symptoms assessed upon reporting to work and at the end of their shift. Employees must also immediately report the onset of fever of or above 100.4 degrees and the development of respiratory symptoms (e.g., cough, shortness of breath, sore throat) during the self-monitoring period.
5. **Close Contact:** For purposes of this SOP, prolonged close contact means any exposure greater than a few minutes; however, consider also the type of interaction and contact. For example, there is also a significant risk from brief contact when the patient coughs on or near the employee and when aerosol-generating procedures are used. When uncertain as to whether there has been significant exposure, consult the attached CDC Guidance or contact Risk and Safety or the Human Resources representative on call.