### NOVEL CORONAVIRUS (COVID-19)
### UCSF CONTINUE TO WORK - RETURN TO WORK GUIDELINES FOR STAFF
### As of August 19, 2020

<table>
<thead>
<tr>
<th>Symptom/Exposure Review</th>
<th>Response</th>
<th>Can I Work Today?</th>
<th>Do I Need to Stay at Home? Additional actions</th>
<th>When Can I Return to Work?</th>
</tr>
</thead>
</table>
| 1. In the past 24 hours, have you had one or more of these symptoms, which is new or not explained by a pre-existing condition?  
• Fever, chills, or shivering/shakes (≥ 37.8°C / 100°F)  
• Cough  
• Sore throat  
• Runny or congested nose (not related to allergies)  
• Difficulty breathing or shortness of breath  
• Unexplained muscle aches  
• Feeling unusually weak or fatigued  
• Loss of sense of smell or taste  
• Diarrhea (defined as ≥ 3 stools in 24 hrs)  
• Eye redness +/- discharge (“pink eye,” not related to allergies) | YES: see next columns | NO                  | YES, stay at home  
• Consult with your doctor as needed or if symptom worsens  
• Call COVID Hotline (415.514.7328) for testing and evaluation  
• If you don’t hear back from OHS within 72 hours of COVID testing for return to work guidance, call COVID Hotline (415.514.7328) | OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. General Principles listed below.  
If COVID-positive: follow guidance in #8  
If COVID-negative:  
• Return when >3 consecutive days without fever and illness resolved (acceptable with improving or lingering symptoms if wearing mask and not working with High-Risk Units or Areas)  
• When not part of a pre-existing condition, diarrhea must be resolved at least 48 hrs before return to work  
If COVID-untested:  
• Check with COVID Hotline (415.514.7328)  
• 14-day quarantine since illness onset is an acceptable alternative to COVID-19 testing  
For Isolated Runny Nose at Benioff Children’s Hospital, if you work on a High Risk Unit, a respiratory virus panel will be performed.  
• If COVID-negative but positive for any other respiratory viruses: Do not return to High Risk Unit for work until symptoms are resolved at ≥ 3 days since Runny Nose onset  
• If COVID-negative and negative for all other respiratory viruses: Return to work after ≥3 days since Runny Nose onset with symptom monitoring; if ANY symptoms arise, notify manager, go/stay home and call COVID hotline 415.514.7328 for further review |
<table>
<thead>
<tr>
<th>Symptom/Exposure Review</th>
<th>Response</th>
<th>Can I Work Today?</th>
<th>Do I Need to Stay at Home?</th>
<th>When Can I Return to Work?</th>
</tr>
</thead>
</table>
| 2. In the past 14 days, have you had one or more of these symptoms, which is new or not explained by a pre-existing condition? | YES: see next columns | NO, UNLESS YOU HAVE AN OHS CLEARANCE LETTER | YES, stay at home  
- Consult with your doctor as needed or if symptom worsens  
- Call COVID Hotline (415.514.7328) for testing and evaluation  
- If you don’t hear back from OHS within 72 hours of COVID testing for return to work guidance, call COVID Hotline (415.514.7328) | OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. General Principles listed below.  
If COVID-positive: follow guidance in #9  
If COVID-negative:  
- Return when >3 consecutive days without fever and illness resolved (acceptable with improving or lingering symptoms if wearing mask and not working with High-Risk Units or Areas3)  
- When not part of a pre-existing condition, diarrhea should be resolved at least 48 hrs before return to work  
If COVID-untested:  
- Check with COVID Hotline (415.514.7328).  
- 14-day quarantine since illness onset is an acceptable alternative to COVID-19 testing  |
| • Fever, chills, or shivering/shakes (≥ 37.8°C / 100°F)  
• Cough  
• Sore throat  
• Runny or congested nose (not related to allergies)  
• Difficulty breathing or shortness of breath  
• Unexplained muscle aches  
• Feeling unusually weak or fatigued  
• Loss of sense of smell or taste  
• Diarrhea (defined as ≥ 3 stools in 24 hrs)  
• Eye redness +/- discharge (“pink eye,” not related to allergies) | | | |
| 3. In the past 14 days, have you had new symptoms that you believe are due to allergies or another pre-existing condition? | YES: see next columns | YES, you can continue to work today.  
- If you are working onsite at UCSF location, testing is recommended but not required. Call the COVID Hotline (415.514.7328) for testing options. | NO, you may continue to work.  
- Self-monitor5 for 14 days, or longer if you develop symptoms | If COVID-untested:  
- You may continue to work.  
- Self-monitor5 for 14 days, or longer if you develop symptoms  
If COVID-negative:  
- You may continue to work. No OHS Clearance Letter is required.  
If COVID-positive: follow guidance in #9 |
| Additional UCSF travel guidance found here: https://coronavirus.ucsf.edu/travel#travelreturn | | | |
| 4. In the past 14 days, have you returned from travel outside the U.S.? | YES: see next columns | NO, you cannot work today.  
- Occupational Health will assess your travel risk and patient care duties to determine when it is safe for you to return to work. Call COVID Hotline (415.514.7328) to obtain clearance and enroll in self-monitoring6 for symptoms twice a day, including temperature | YES, stay at home until you have obtained OHS clearance to return to work.  
- Call COVID Hotline (415.514.7328) for return to work clearance. | OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. General principles listed below.  
If you returned from travel and develop symptoms of COVID-19 (listed in #1 above),  
- Call COVID Hotline (415.514.7328) for testing and further evaluation  
- Continue to self-monitor6 for symptoms |
**More information about COVID-19 risk in different countries can be found at CDC and WHO websites.**

If you receive a OHS Clearance Letter to work: Consult with manager about assigned duties/patient assignment
- Practice meticulous hand hygiene
- If any symptoms listed in #1 arise, immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline (415.514.7328) for further review
- Stay at home except to go to work

Self-monitor\(^5\) for 14 days, or longer if you develop symptoms
- Home Isolation instructions\(^6\)
- Consult with your doctor as needed or if symptom worsens
- Call COVID Hotline (415.514.7328) for return to work clearance

**Symptom/Exposure Review**

**Response**

**Can I Work Today?**

**Do I Need to Stay at Home?**

**When Can I Return to Work?**

### 5. In the past 14 days, have you worked at a non-UCSF health care facility and participated in direct care or had close contact with patients diagnosed with COVID-19?

**Definition:** UCSF Health facilities include 1) Parnassus, Mission Bay/BCH-SF, BCHO, Mt. Zion inpatient hospitals, and 2) all UCSF Health Ambulatory sites (clinics and diagnostic/treatment departments).

At the present time, SF VA Medical Center (VAMC) and Zuckerberg SF General (ZSFG) are also considered equivalent to UCSF Health facilities.

<table>
<thead>
<tr>
<th>YES: see next columns</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES,</strong> if you do <strong>not</strong> have any symptoms listed in #1, you may continue to work if you adhere to the following instructions:</td>
</tr>
<tr>
<td>Complete this one-time web-based survey for each non-UCSF work environment (use Chrome or Firefox): <a href="https://ucsf.co1.qualtrics.com/jfe/form/SV_862Clam03i9ENHD">https://ucsf.co1.qualtrics.com/jfe/form/SV_862Clam03i9ENHD</a></td>
</tr>
<tr>
<td>Self-monitor for symptoms twice a day, including temperature, using the daily reminder program by texting SYMPTOM to 83973, or by using the symptom monitoring form(^5)</td>
</tr>
<tr>
<td>Consult with manager about assigned duties/patient assignment</td>
</tr>
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<td>Practice meticulous hand hygiene</td>
</tr>
<tr>
<td>If any symptoms listed in #1 arise, immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline (415.514.7328) for further review</td>
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<tr>
<td>Guidance about home isolation and testing will be provided by OHS case managers after reviewing your survey responses as it relates to your levels of PPE and COVID exposure. Direct questions to Hotline.</td>
</tr>
</tbody>
</table>

**If you work in High Risk Area:**

**YES,** you may continue to work if you **do not** have any symptoms listed in #1, you confirm absence of medium or high-risk COVID-19

**YES,** if you do **not** have any symptoms listed in #1, you may continue to work if you adhere to the following instructions:

- Complete this one-time web-based survey for each non-UCSF work environment (use Chrome or Firefox): [https://ucsf.co1.qualtrics.com/jfe/form/SV_862Clam03i9ENHD](https://ucsf.co1.qualtrics.com/jfe/form/SV_862Clam03i9ENHD)
- Self-monitor for symptoms twice a day, including temperature, using the daily reminder program by texting SYMPTOM to 83973, or by using the symptom monitoring form\(^5\)
- Consult with manager about assigned duties/patient assignment
- Practice meticulous hand hygiene
- If any symptoms listed in #1 arise, immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline (415.514.7328) for further review
- Guidance about home isolation and testing will be provided by OHS case managers after reviewing your survey responses as it relates to your levels of PPE and COVID exposure. Direct questions to Hotline.

**If returned and had symptoms in #1**

- Call COVID Hotline (415.514.7328) for testing and evaluation
- Self-monitor\(^5\) for 14 days, or longer if you develop symptoms
- Home Isolation instructions\(^6\)
- Consult with your doctor as needed or if symptom worsens
- Call COVID Hotline (415.514.7328) for return to work clearance

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*Direct questions about the process to the COVID-19 Hotline at 415.514.7328 or Occupational Health Services at OHS@ucsf.edu*
### Symptom/Exposure Review

#### 6. In the past 14 days, have you had unprotected, prolonged close contact with someone with confirmed/diagnosed COVID-19?

Unprotected includes:
- HCP not wearing a respirator or facemask
- HCP with mask but not wearing eye protection, if the person with COVID-19 was not wearing a cloth face covering or facemask
- HCP not wearing all recommended PPE while performing aerosol-generating procedure for any time period of exposure

Prolonged, close contact defined as within 6 feet for 15 mins or longer.

**Response**

**YES:** see next columns

**Can I Work Today?**

**NO ENTRY, UNLESS YOU HAVE AN OHS CLEARANCE LETTER**

**Do I Need to Stay at Home?**

**YES:** stay at home
- Call COVID Hotline (415.514.7328) for possible testing and evaluation
- Self-monitor for at least 14 days since exposure, or longer if you develop symptoms
- Home Isolation instructions
- Consult with your doctor as needed or if symptoms develop
- Call COVID Hotline (415.514.7328) for return to work clearance

OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK.

**When Can I Return to Work?**

For Areas/Units without Severe Staff Shortages:
- Return to work after 14 days from exposure

For Areas/Units with Severe Staff Shortages that adversely affect patient care:
- If you do not have any symptoms listed in #1, you may continue to work under the following conditions:
  - OHS Staff have reviewed and provided Clearance Letter
  - HCP will not provide direct care to immunosuppressed patients
  - Self-monitor for symptoms twice a day, including temperature
  - Practice meticulous hand hygiene
  - If any symptoms listed in #1 arise, immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline (415.514.7328) for further review

**YES:** stay at home
- Call COVID Hotline (415.514.7328) for possible testing and evaluation
- Self-monitor for at least 14 days since exposure, or longer if you develop symptoms
- Home Isolation instructions
- Consult with your doctor as needed or if symptoms develop
- Call COVID Hotline (415.514.7328) for return to work clearance

**OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK.**

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#### 7. [NOT ON DAILY SCREENER]

In the past 14 days, have you been informed that you’ve had a low risk exposure to a patient, visitor or co-worker with confirmed COVID-19?

Examples include:
- HCP wearing mask and eye shield with prolonged, close contact with asymptomatic COVID-positive patient
- HCP wearing mask only, with prolonged, close contact with symptomatic COVID-positive patient

**Response**

**YES:** see next columns

**YES, if you do not have any symptoms listed in #1, you may continue to work if you adhere to the following instructions:**
- Call COVID Hotline (415.514.7328), and self-monitor for symptoms twice a day, including temperature, for 14 days since exposure
- Consult with manager about assigned duties/patient assignment
- Practice meticulous hand hygiene
- If any symptoms listed in #1 arise, immediately cease patient care activities, notify supervisor, go home, and call COVID Hotline (415.514.7328) for further review

**YES, stay at home if you have symptoms in #1**
- Call COVID Hotline (415.514.7328) for testing and evaluation
- Self-monitor for 14 days, or longer if you develop symptoms
- Home Isolation instructions

If had symptoms in #1
- Call COVID Hotline (415.514.7328) for return to work clearance

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*Direct questions about the process to the COVID-19 Hotline at 415.514.7328 or Occupational Health Services at OHS@ucsf.edu*
asymptomatic Covid-positive patient wearing mask.
• HCP wearing mask has prolonged, close contact with asymptomatic COVID-positive co-worker wearing a mask
• Any scenario ROW 5 above, but only exposed for 10-14 minutes

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</table>
| 8. Do you live with someone who has been confirmed/diagnosed with COVID-19? | YES: see next columns | NO: <ul><li>A household contact has a higher risk of transmission than a work exposure</li><li>Return to work, even if asymptomatic, is not permitted</li></ul> | YES <ul><li>Call COVID Hotline (415.514.7328) for testing and evaluation</li><li>Self-monitor for 14 days, or longer if you develop symptoms</li><li>Home Isolation instructions for COVID-positive person</li><li>If symptoms develop, wear a mask for 14 days after the onset of the symptoms or complete symptom resolution, whichever is longer</li><li>Limit travel outside of the home</li><li>Consult with your doctor as needed or if symptom worsens</li><li>Call COVID Hotline (415.514.7328) for return to work clearance</li></ul> | OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. Criteria listed below. <ul><li>No symptoms for whichever time period is longest:</li><li>14 days since the last unprotected contact with the COVID-positive person</li><li>OR</li><li>If protected contact cannot be assured, 14 days since the positive-contact’s illness has completely resolved (beginning at least 3 consecutive days since last fever)</li></ul>
<table>
<thead>
<tr>
<th>9. Have you been confirmed/diagnosed with COVID-19 in the past 20 days?</th>
<th>YES: see next columns</th>
<th>NO, you may not return to work until you have received an OHS clearance letter.</th>
<th>YES, stay at home:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call COVID Hotline (415.514.7328) to report your COVID-positive illness and receive follow-up instructions.</td>
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<td></td>
<td>Self-monitor⁴</td>
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<tr>
<td></td>
<td>Home Isolation instructions⁵</td>
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OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK.

Except for rare situations, repeat COVID-19 testing prior to Return to Work is NOT recommended by CDC & SFDPH.

1. Asymptomatic or Mild-Moderate Illness⁷ᵃ
   - Return to work after **10 days** since positive test (if asymptomatic) or since first day of symptoms, if the following criteria are met:
     - At least 24 hours have passed since last fever without the use of fever-reducing medications (e.g., acetaminophen, ibuprofen, aspirin); AND 48 hours have passed since last episode of diarrhea, AND
     - Symptoms are improving, AND
     - No concurrent immunocompromising conditions (see #3 below)

2. Severe or Critical Illness⁷ᵇ
   - Return to work after **20 days** since first day of symptoms, if the following criteria are met:
     - At least 24 hours have passed since last fever without the use of fever-reducing medications (e.g., acetaminophen, ibuprofen, aspirin); AND 48 hours have passed since last episode of diarrhea, AND
     - Symptoms are improving

3. Immunocompromising Conditions⁷ᶜ
   - Return to work clearance provided after **20 days** since symptom onset, or as indicated by your primary health provider. Examples of immunocompromising conditions are listed below⁷ᶜ.
   - If you have an immunocompromising condition or are being treated with biologics, please obtain written confirmation from a medical provider and be prepared to share that with OHS.

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**Direct questions about the process to the COVID-19 Hotline at 415.514.7328 or Occupational Health Services at OHS@ucsf.edu**
(1) Staff includes all employees, faculty, temporary workers, trainees, volunteers, students, and staff who provide services to or work in UCSF patient care or clinical areas.

(2) UCSF High Risk Units or Areas

1. Mission Bay: C3 ICN, C6 BMT, C6 Heme/Onc, and the Birth Center
2. Parnassus: Units 11L and 12L
   - Employees/Providers with symptoms or high risk exposures cannot work in designated High Risk Areas.
   - Employees/Providers with duties across units/areas should arrange patient assignment/duties with their supervisor/attending physician to minimize direct contact with high risk populations.
   - **High Risk Populations**: defined as immunocompromised patients (*Solid organ transplant (SOT), SOT listed, SOT evaluation in process, primary immunodeficiency, and receiving immunosuppressants including chronic high-dose steroids, chemotherapy, biologics*)


**WHO High COVID-19 Case Countries** *(Source: WHO Situation Report,)* as of 8.3.2020

<table>
<thead>
<tr>
<th>Argentina</th>
<th>India</th>
<th>South Africa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh</td>
<td>Indonesia</td>
<td>Spain</td>
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<tr>
<td>Bhutan</td>
<td>Iran</td>
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<td>Bolivia</td>
<td>Iraq</td>
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<tr>
<td>Brazil</td>
<td>Mexico</td>
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<tr>
<td>Chile</td>
<td>Peru</td>
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<tr>
<td>Colombia</td>
<td>Philippines</td>
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</tbody>
</table>

(4) **Improper Personal Protective Equipment (PPE):** Final determination of whether PPE was appropriate for exposure is made by OHS and Hospital Epidemiology and Infection Control. With respect to PPE for procedures, appropriate PPE for non-aerosol generating procedures (AGP) includes a surgical mask, eye shield/protection, gown and gloves. If AGP, then appropriate PPE additionally requires N95 (not surgical mask) or PAPR. For more information about the transition to including surgical masks as PPE, visit [this UCSF webpage](https://www.ucsf.edu). Exposure categories:

<table>
<thead>
<tr>
<th>PPE WORN BY PERSON WITH COVID-19</th>
<th>PPE WORN BY PERSON EXPOSED TO COVID-19</th>
<th>Face mask and NO eye protection</th>
<th>Face mask AND eye protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmasked</td>
<td>High Risk Exposure (14-day quarantine and symptom monitoring)</td>
<td>Medium Risk Exposure (14-day quarantine and symptom monitoring)</td>
<td>Low Risk Exposure (Continue to work and monitor symptoms)</td>
</tr>
<tr>
<td>Face mask with or without eye protection</td>
<td>Medium Risk Exposure (14-day quarantine and symptom monitoring)</td>
<td>Low Risk Exposure (Continue to work and monitor symptoms)</td>
<td>Low Risk Exposure (Continue to work and monitor symptoms)</td>
</tr>
</tbody>
</table>

(5) **Coronavirus Symptom Self-Monitoring:**
- To complete digitally, text SYMPTOM to 83973
- Manual monitoring form can be found on [UCSF Occupational Health website](https://www.ucsf.edu).


Direct questions about the process to the COVID-19 Hotline at 415.514.7328 or Occupational Health Services at OHS@ucsf.edu
Mild Illness: Individuals who have any of the various signs and symptoms of COVID 19 (e.g., fever, cough, sore throat, malaise, headache, muscle pain) without shortness of breath, dyspnea, or abnormal chest imaging. Moderate: Individuals who have evidence of lower respiratory disease by clinical assessment or imaging and a saturation of oxygen (SpO2) ≥94% on room air at sea level. Severe Illness: Anyone requiring hospitalization or supplemental O2. Critical Illness: Individuals who have respiratory failure, septic shock, and/or multiple organ dysfunction.

Immunocompromising conditions may include:
- Chemotherapy for cancer
- Untreated HIV with CD4 < 200, or other immunodeficiency disorders
- High dose corticosteroid treatment for > 14 days (e.g. prednisone > 20 mg/d)
- Organ or bone marrow transplant patients receiving immunosuppressive therapy
- Treatment with biological agents, advanced age, diabetes, ESRD, and other factors affecting immunity in selected cases. The determination of whether persons with these conditions should return to work at 10 vs. 20 days should be made by the person’s health care provider.