## NOVEL CORONAVIRUS (COVID-19)
### UCSF CONTINUE TO WORK - RETURN TO WORK GUIDELINES FOR STAFF
*Effective February 16th, 2021*

<table>
<thead>
<tr>
<th>Symptom/Exposure Review</th>
<th>Can I Work Today?</th>
<th>Do I Need to Stay at Home?</th>
<th>Additional actions</th>
<th>When Can I Return to Work?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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?</strong></td>
<td>NO</td>
<td>YES, stay at home</td>
<td>Consult with your medical provider as needed or if symptom worsens</td>
<td><em>Complete Symptom Resolution required for staff working on <em>High Risk Units</em></em></td>
</tr>
<tr>
<td>• Fever, chills, or shivering/shakes (≥ 37.8°C / 100°F)</td>
<td></td>
<td></td>
<td>Call COVID Hotline (415.514.7328) for testing and evaluation</td>
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<tr>
<td>• Cough</td>
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<tr>
<td>• Sore throat</td>
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<td>• Unexplained muscle aches</td>
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<tr>
<td>• Loss of sense of smell or taste</td>
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<tr>
<td>• Diarrhea (defined as ≥ 3 stools in 24 hrs)</td>
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<tr>
<td>• Eye redness +/- discharge (“pink eye,” not related to allergies)</td>
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</tbody>
</table>

*If COVID-negative:*
- Return when >3 consecutive days without fever and 24 hrs since symptoms 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
- YOU’RE ABLE TO CLEAR VIA THE DAILY HEALTH SCREEENER. YOUR PASS ACTS AS THE OHS CLEARANCE LETTER.

*If COVID-positive: follow guidance in #9*

*If COVID-untested:*
- Check with COVID Hotline (415.514.7328)
- 10-day quarantine since symptom onset is an acceptable alternative to COVID-19 testing. If immunocompromised, then 20-day quarantine required

*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

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Direct questions about the process to the COVID-19 Hotline at 415-514-7328 or Occupational Health COVID Response Team at 415-476-8000
### Symptom/Exposure Review

#### 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?
- 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)

<table>
<thead>
<tr>
<th>Can I Work Today?</th>
<th>Do I Need to Stay at Home?</th>
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</table>
| No, stay at home  | YES, stay at home           | If COVID-negative AND symptom-free >24 hours: You are cleared to work onsite if you meet ALL of the following criteria:  
- Fever-free for 72 hrs without use of a fever-reducing medication  
- Diarrhea-free for 48 hrs (when not part of a pre-existing condition)  
- You have communicated with your supervisor about your negative result and meeting criteria above  
- You have attested to these criteria on the daily screener ([click here]( ) or text SCREEN to 83973)  
- If COVID-negative AND lingering symptoms:  
  - You’ve consulted with your medical provider to consider additional treatment or alternative diagnoses  
  - You’ve received a clearance letter to return to work; call COVID Hotline (415.514.7328) if awaiting letter  
|                       | Consult with your medical provider as needed or if symptom worsens  
- Call COVID Hotline (415.514.7328) for testing and evaluation  
- If you receive a negative test result, see return-to-work criteria in last column  
|                       | Consult with your medical provider as needed or if symptom worsens  
- Call COVID Hotline (415.514.7328) for testing and evaluation  
- If you receive a negative test result, see return-to-work criteria in last column  
| If COVID-positive: follow guidance in #9  
| If COVID-untested:  
- Check with COVID Hotline (415.514.7328).  
- 10-day quarantine since symptom onset is an acceptable alternative to COVID-19 testing. If immunocompromised, then 20-day quarantine required.  
| If COVID-positive: follow guidance in #9  
| If COVID-untested:  
- You may continue to work  
- Self-monitor² for 14 days  

### 3. In the past 14 days, have you had new symptoms that you believe are due to allergies or another pre-existing condition?

| 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-monitor² for 14 days  
| If COVID-negative:  
- You may continue to work. No OHS Clearance Letter is required  
| If COVID-positive: follow guidance in #9  
| If COVID-untested:  
- You may continue to work  
- Self-monitor² for 14 days  

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### Symptom/Exposure Review

#### Can I Work Today?

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. In the past 10 days, have you returned from travel outside the U.S.?</td>
<td>NO, you cannot work today.</td>
</tr>
</tbody>
</table>

**Before Returning to the U.S.**
The Centers for Disease Control and Prevention (CDC) requires all air passengers entering the United States (including U.S. citizens and legal permanent residents) to present one of the following:

1. A negative COVID-19 test taken 72 hours or less before boarding a flight to the U.S.; or
2. Proof of recovery from the virus within the last 90 days.

Check the CDC website for additional information and [frequently asked questions](https://coronavirus.ucsf.edu/travel#travel-return).

**For On-Site Workers at any UCSF locations:** who are unable to quarantine must still complete steps 1-3 and are also required to complete three COVID-19 tests.

- The first test must be completed on Day 1, which is the day you return to UCSF.
- The second test must be completed on Day 3 to 4.
- The third test must be completed on Day 7 to 9.

**For Researchers; Remote Workers who are Periodically at any UCSF locations may choose one of the following:**

- **Option 1:** A 7-day quarantine with negative COVID-19 test taken on day 5-7.
- **Option 2:** A 10-day quarantine. After completing 10-day quarantine, testing is optional but not required.

If you receive an OHS Clearance Letter to work:

- Consult with manager about assigned duties/patient assignment
- If you develop symptoms, stop patient care activities immediately, notify supervisor, go home and call COVID-19 hotline (415.514.7328) for further review
- Stay at home except to go to work

### Do I Need to Stay at Home?

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, stay at home until you have obtained OHS clearance to return to work.</td>
<td></td>
</tr>
</tbody>
</table>
- Call COVID Hotline (415.514.7328) for return to work clearance.
- Self-monitor for 10 days, beginning on the first day back in the US.
- Home Isolation instructions
- Exceptions to the 10-day quarantine may be made for clinical or essential staff without symptoms, but these exceptions need OHS approval.

### 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-monitor for symptoms
  - Home Isolation instructions
  - Consult with your medical provider as needed or if symptom worsens
  - Call COVID Hotline (415.514.7328) for return to work clearance
<table>
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<th>Symptom/Exposure Review</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>
| **5. [NOT ON DAILY SCREENER]**  
Have you traveled outside the 9-county SF bay area and Santa Cruz or 4-county Fresno area? | **For On-Site Workers at any UCSF locations:** Outside of being at work on site you may continue to work during your home quarantine period for 10 days. You are required to complete the attestation via the Conversa screening tool confirming that you are asymptomatic. Additionally, you must complete three COVID tests during the following times: **(1) Day 1, (2) Day 3-4, and (3) Day 7-9.**  
All employees whose responsibilities require them to be on-site – including, but not limited to, frontline care workers; facilities, transportation, custodial, and administrative staff; environment, health and safety; laboratory animal research center; and police and security personnel – **should return to work without quarantine after attesting via the Conversa screening tool that they are asymptomatic and are aware that they will be required to complete three COVID-19 tests.**  
• The first must be completed on or before Day 1, which is the day you return to on-site work at UCSF.  
• The second must be completed on Day 3 to 4 after your first test.  
• The third must be completed on Day 7 to 9 after your first test.  
**For Researchers; Remote Workers who are Periodically at any UCSF locations:**  
In accordance with state and local public health advisories, UCSF research personnel (e.g. faculty researchers, postdocs, research laboratory technicians and assistants) who work on site, as well as employees who work remotely but sometimes work on site, must follow one of the following two options before resuming any on-site activities after returning from travel. Please be aware that public health authorities may enact quarantine and testing orders in addition to what UCSF requires. | • YES, stay at home if you have symptoms listed in #1, and call COVID Hotline (415.514.7328) for testing and evaluation  
• Self-monitor\(^5\) for 10 days  
• Home Isolation instructions\(^6\)  
• Consult with your medical provider as needed or if symptoms worsen | If an On-Site Worker, you can return to work as usual with testing protocol in place. Complete 10 day home quarantine. Call COVID Hotline (415.514.7328) if you develop symptoms.  
If not on site and decline testing then can return to work after 10 days quarantine. |
• **Option A (for those required to be on site):** 7-Day Quarantine with COVID-19 Test

  **Self-quarantine** for 7 days after returning from travel and monitor for symptoms. Obtain a COVID-19 test on day 5-7 after returning from travel. Go to the COVID-19 Testing page to access a test. If you have returned from travel and have symptoms, or have participated in high-risk activities, please call OHS at 415-514-7328 for further instructions.

• **Option B (for everyone else):** 10-Day Quarantine

  **Self-quarantine** for 10 days after returning from travel and monitor for symptoms. You may return to on-site work at UCSF after 10 days as long as you pass the daily health screening that is required to work on site.

  **UCSF testing page:**
  https://coronavirus.ucsf.edu/testing#travel

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</table>
| **6. 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?** | **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-Uncsf work environment (use Chrome or Firefox): 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 form³ | **YES,** stay at home if you have symptoms in #1  
  - Call COVID Hotline (415.514.7328) for testing and evaluation  
  - Self-monitor⁵ for 14 days, or longer if you develop symptoms  
  - Home Isolation instructions⁶  
  - Consult with your medical provider as needed or if symptom worsens  
  - Call COVID Hotline (415.514.7328) for return to work clearance | If you returned and had symptoms in #1  
  - Call COVID Hotline (415.514.7328) for testing and evaluation  
  - Self-monitor⁵ for 14 days, or longer if you develop symptoms  
  - Home Isolation instructions⁶  
  - Consult with your medical provider as needed or if symptom worsens  
  - Call COVID Hotline (415.514.7328) for return to work clearance |

**Definition:** UCSF Health facilities include 1) Parnassus, Mission Bay/BCH-SF, BCH-O, 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.

- 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 COVID Hotline (415.514.7328).

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 exposures with OHS staff, and received OHS clearance.7

### Symptom/Exposure Review

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<tr>
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<th>Do I Need to Stay at Home?</th>
<th>When Can I Return to Work?</th>
</tr>
</thead>
</table>
| **NO ENTRY, UNLESS YOU HAVE AN OHS CLEARANCE EMAIL** | **YES, stay at home** | **OHS CLEARANCE EMAIL IS REQUIRED BEFORE RETURNING TO WORK.**

**Medium Risk Exposures: Conditions for Returning to Work**

- Return to work immediately if no symptoms
- COVID Testing Day 4 and Day 9 after last exposure
- Continue home quarantine (except travel to/ from work) & symptom monitoring for 14-days

**High Risk Exposures: Conditions for Returning to Work**

- If you live in same household as COVID positive contact, last day of exposure and clearance must be completed with OHS staff.
- Negative COVID Test between 7-9 days after last exposure
- Return to work after 10 days from last day of exposure
- Continue home quarantine days 11-14 (except travel to/ from work) & symptom monitoring for full 14-days

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7. In the past 14 days, have you had unprotected, prolonged close contact4 with someone with confirmed/diagnosed COVID-19?

Unprotected4 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.
### 8. Do you live with someone who has symptoms of a COVID-type illness?

<table>
<thead>
<tr>
<th><strong>NO</strong></th>
<th><strong>YES</strong>, stay home until household member receives negative result</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If household member has COVID compatible symptoms and does not test for COVID, call COVID hotline (415.514.7328) for further instructions.</em></td>
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</tbody>
</table>

If household member’s result returns **NEGATIVE** for COVID-19, you may return to work.

If household member’s result returns **POSITIVE** for COVID-19, follow criteria in #7 above.

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### 9. Have you been diagnosed with COVID-19 infection in the past 20 days?

<table>
<thead>
<tr>
<th><strong>NO</strong></th>
<th><strong>YES</strong>, stay at home and inform your manager that you will not be going to work:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>If household member has COVID compatible symptoms and does not test for COVID, call COVID hotline (415.514.7328) for further instructions.</em></td>
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</tbody>
</table>

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 Illness**

   - 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 Illness**
COVID-positive illness and receive follow-up instructions.
  - Students call SHCS at 415-476-8736
  - BCH Oakland Enterprise Health at 510-428-3620
- Self-monitor
- Home Isolation instructions
- Limit travel outside of the home
- Consult with your medical provider as needed or if symptom worsens
- Call COVID Hotline (415.514.7328) for return to work clearance

- 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 Conditions

- 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 below.
- 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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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)


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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. Exposure categories:

Direct questions about the process to the COVID-19 Hotline at 415-514-7328 or Occupational Health COVID Response Team at 415-476-8000
**PPE WORN BY PERSON EXPOSED TO COVID-19**

<table>
<thead>
<tr>
<th>PPE WORN BY PERSON WITH COVID-19</th>
<th>Unmasked</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 <em>(Minimum 14-day quarantine</em> and symptom monitoring at home except travel to/from work (Days 11-14))</td>
<td>Medium Risk Exposure <em>(14-day quarantine at home except travel to/from work immediately and symptom monitoring)</em></td>
<td>Low Risk Exposure <em>(Get tested, continue to work and monitor symptoms)</em></td>
</tr>
<tr>
<td>Face mask with or without eye protection</td>
<td>Medium Risk Exposure <em>(14-day quarantine at home except travel to/from work immediately and symptom monitoring)</em></td>
<td>Low Risk Exposure <em>(Get tested, continue to work and monitor symptoms)</em></td>
<td>Low Risk Exposure <em>(Get tested, continue to work and monitor symptoms)</em></td>
</tr>
<tr>
<td>Aerosol Generating Procedures or Events:</td>
<td>Get tested, quarantine at home for 14 days, and monitor symptoms twice a day, including temperature. It is similar to high risk exposures, but the contact duration may have been shorter than 15 minutes.</td>
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</tbody>
</table>

*For household contacts of persons with COVID, total days in quarantine and return to work will vary depending on degree of separation and isolation from household case.

(5) **Coronavirus Symptom Self-Monitoring:**
- To complete digitally, text SYMPTOM to 83973. Manual monitoring form can be found here on UCSF Occupational Health website.

(6) **Home Isolation Instructions** from CDC found [here](#).

(7a) **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.

(7b) **Severe Illness:** Anyone requiring hospitalization or supplemental O2. **Critical Illness:** Individuals who have respiratory failure, septic shock, and/or multiple organ dysfunction.

(7c) **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.

(8) **Essential Health Care Workers: Adapated from** CDC website: [https://www.cdc.gov/infectioncontrol/guidelines/healthcare-personnel/appendix/terminology.html](https://www.cdc.gov/infectioncontrol/guidelines/healthcare-personnel/appendix/terminology.html)

**Essential Health Care Workers include** all persons serving in healthcare settings whose function supports care delivery to patients. These may include, but are not limited to, emergency medical service personnel, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, GME, and contractual staff not employed by the health care facility, and persons (e.g., clerical, dietary, environmental services, laundry, security, maintenance, engineering and facilities management, clinical administrative staff, billing) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted among health care workers and patients.

(9) Fully-vaccinated individuals defined as ≥ 2 weeks since 2nd dose in 2-dose series (or 1st dose if single dose vaccine), and ≤ 90 days since last vaccine dose in series.

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