## NOVEL CORONAVIRUS (COVID-19)
### UCSF CONTINUE TO WORK - RETURN TO WORK GUIDELINES FOR STAFF
#### Effective October 5, 2020

### Symptom/Exposure Review

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)

### Response

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<thead>
<tr>
<th>Response</th>
<th>Can I Work Today?</th>
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<tbody>
<tr>
<td>YES: see next columns</td>
<td>NO</td>
<td>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)</td>
<td>OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. General Principles listed below. - If COVID-positive: follow guidance in #10 - If COVID-negative: - Return when &gt;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</td>
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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
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| 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 #10  
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 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 |
| 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-monitor² for 14 days, or longer if you develop symptoms | If COVID-untested:  
• You may continue to work.  
• Self-monitor² 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 #10 |
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<td>4. In the past 14 days, have you returned from travel outside the U.S.?</td>
<td>YES: see next columns</td>
<td>NO, you cannot work today.  - All UCSF returnees from international travel are required to quarantine at home for 14 days from your return date, per UCSF policy. In addition, you must have a negative COVID result within 10-14 days of travel before returning work. Working from home, if available and approved by your supervisor, may be available, but you are restricted from any UCSF work site for 14 days. UCOP continues to allow exceptions to 14-day quarantine for essential health care delivery staff without symptoms, particularly in times of limited staff availability, but these exceptions need OHS approval and a negative COVID test prior to return to work.  - Call COVID Hotline (415.514.7328) to obtain clearance and enroll in self-monitoring for symptoms twice a day, including temperature.</td>
<td>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.  - Self-monitor for 14 days, or longer if you develop symptoms  - Home Isolation instructions  - Consult with your doctor as needed or if symptom worsens.</td>
<td>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 doctor as needed or if symptom worsens  - Call COVID Hotline (415.514.7328) for return to work clearance.</td>
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Additional UCSF travel guidance found here: [https://coronavirus.ucsf.edu/travel#travelreturn](https://coronavirus.ucsf.edu/travel#travelreturn)

More information about COVID-19 risk in different countries can be found at CDC and WHO websites.³
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| 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? | 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:  
- 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_862Clam0319ENHD](https://ucsf.co1.qualtrics.com/jfe/form/SV_862Clam0319ENHD)  
- 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  
- 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. | 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  
- Consult with your doctor 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-monitor for 14 days, or longer if you develop symptoms  
- Home Isolation instructions  
- Consult with your doctor 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, 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.

**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.  

*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.

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<tr>
<td>YES: see next columns</td>
<td>NO ENTRY, UNLESS YOU HAVE AN OHS CLEARANCE LETTER</td>
<td>YES, stay at home</td>
<td>OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK.</td>
</tr>
<tr>
<td></td>
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<td>• Call COVID Hotline (415.514.7328) for possible testing and evaluation</td>
<td>For Areas/Units without Severe Staff Shortages:</td>
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<tr>
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<td>• Self-monitor for at least 14 days since exposure, or longer if you develop symptoms</td>
<td>• Return to work after 14 days from exposure</td>
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<td>• Home Isolation instructions</td>
<td>For Areas/Units with Severe Staff Shortages that adversely affect patient care:</td>
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<td>• Consult with your doctor as needed or if symptoms develop</td>
<td>• OHS Staff have reviewed and provided Clearance Letter</td>
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<td>• Call COVID Hotline (415.514.7328) for return to work clearance</td>
<td>• HCP will not provide direct care to immunosuppressed patients</td>
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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 asymptomatic Covid-positive patient wearing mask.

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<tr>
<td>YES: see next columns</td>
<td>YES, if you do not have any symptoms listed in #1, you may continue to work if you adhere to the following instructions:</td>
<td>YES, stay at home if you have symptoms in #1</td>
<td>If had symptoms in #1</td>
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<td></td>
<td>• Call COVID Hotline (415.514.7328), and self-monitor for symptoms twice a day, <strong>including temperature, for 14 days since exposure</strong></td>
<td>• Call COVID Hotline (415.514.7328) for testing and evaluation</td>
<td>Call COVID Hotline (415.514.7328) for return to work clearance</td>
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<td>• Consult with manager about assigned duties/patient assignment</td>
<td>• Self-monitor for 14 days, or longer if you develop symptoms</td>
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<td>• Practice meticulous hand hygiene</td>
<td>• Home Isolation instructions</td>
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<td>• If any symptoms listed in #1 arise, immediately cease patient care</td>
<td>• Consult with your doctor as needed or if symptom worsens</td>
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- 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

<table>
<thead>
<tr>
<th>8. Do you live with someone who has been confirmed/diagnosed with COVID-19?</th>
<th>YES: see next columns</th>
<th>NO:</th>
<th>YES</th>
<th>OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. Criteria listed below.</th>
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</thead>
</table>
| | | A household contact has a higher risk of transmission than a work exposure | Call COVID Hotline (415.514.7328) for testing and evaluation | No symptoms for whichever time period is longest:
- 14 days since the last unprotected contact with the COVID-positive person
- 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)

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<tr>
<th>9. Do you live with someone who is waiting for COVID test results due to symptoms of a COVID-type illness?</th>
<th>YES: see next columns</th>
<th>NO, you cannot work on-site until test result for your household member is negative. Call COVID Hotline (415.514.7328) for instructions on Return to Work clearance.</th>
<th>YES</th>
<th>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 #8 above.</th>
</tr>
</thead>
</table>
| | | Call COVID Hotline (415.514.7328) for testing and evaluation. | Self-monitor5 for 14 days, or longer if you develop symptoms | 5 days since the last unprotected contact with the COVID-positive person
- Home isolation instructions5
- If symptoms develop, wear a mask for 14 days after the onset of the symptoms or complete symptom resolution, whichever is longer
- Limit travel outside of the home
- 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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<th>10. 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>
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<td>• Call COVID Hotline (415.514.7328) to report your COVID-positive illness and receive follow-up instructions.</td>
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<td>• Self-monitor⁵</td>
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<td>• Home Isolation instructions⁶</td>
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<td>• Limit travel outside of the home</td>
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<td>• Consult with your doctor as needed or if symptom worsens</td>
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<td>• Call COVID Hotline (415.514.7328) for return to work clearance</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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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.

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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) for more information about the transition to including surgical masks as PPE, visit [this UCSF webpage](#).

| WHO High COVID-19 Case Countries (Source: [WHO Weekly Epidemiological Update](#)) as of 10.4.2020 |
| Argentina | France |
| Brazil | Indonesia |
| Bahrain | Iraq |
| Bolivia | Libya |
| Chile | Peru |
| Colombia | Philippines |
| Costa Rica | South Africa |
| Spain | Ukraine |
| Venezuela |

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:

| PPE WORN BY PERSON WITH COVID-19 |
| Unmasked | Face mask and NO eye protection | Face mask AND eye protection |
| Unmasked | High Risk Exposure (14-day quarantine and symptom monitoring) | Medium Risk Exposure (14-day quarantine and symptom monitoring) | Low Risk Exposure (Get tested, continue to work and monitor symptoms) |
| Face mask with or without eye protection | Medium Risk Exposure (14-day quarantine and symptom monitoring) | Low Risk Exposure (Get tested, continue to work and monitor symptoms) | Low Risk Exposure (Get tested, continue to work and monitor symptoms) |

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

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

**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.

Essential Health Care Workers/Personnel: CDC website: https://www.cdc.gov/infectioncontrol/guidelines/healthcare-personnel/appendix/terminology.html

All UCSF employees who are required to work onsite to provide indirect or direct health care delivery are considered essential health care workers.

Healthcare personnel (HCP) refers to all paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials, including body substances (e.g., blood, tissue, and specific body fluids); contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air. These HCP may include, but are not limited to, emergency medical service personnel, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the health care facility, and persons (e.g., clerical, dietary, environmental services, laundry, security, maintenance, engineering and facilities management, administrative, billing, and volunteer personnel) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted among from HCP and patients.

Healthcare settings refers to places where healthcare is delivered and includes, but is not limited to, acute care facilities, long term acute care facilities, inpatient rehabilitation facilities, nursing homes and assisted living facilities, home healthcare, vehicles where healthcare is delivered (e.g., mobile clinics), and outpatient facilities, such as dialysis centers, physician offices, and others.