

NOVEL CORONAVIRUS (COVID-19)
UCSF CONTINUE TO WORK - RETURN TO WORK GUIDELINES FOR STAFF ⁽¹⁾
Effective January 4th, 2021

Symptom/Exposure Review	Response	Can I Work Today?	Do I Need to Stay at Home? <i>Additional actions</i>	When Can I Return to Work? <i>Complete Symptom Resolution required for staff working on High Risk Units²</i>
<p>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?</p> <ul style="list-style-type: none"> • Fever, chills, or shivering/shakes ($\geq 37.8^{\circ}\text{C}$ / 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) 	<p>YES: see next columns</p>	<p style="text-align: center;">NO</p>	<p>YES, stay at home</p> <ul style="list-style-type: none"> • Consult with your medical provider 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) 	<p>OHS CLEARANCE LETTER IS NO LONGER REQUIRED WITH A NEGATIVE COVID TEST & IF YOUR SYMPTOMS HAVE RESOLVED COMPLETELY FOR THIS ILLNESS. General Principles listed below.</p> <p>If COVID-positive: follow guidance in #11</p> <p>If COVID-negative:</p> <ul style="list-style-type: none"> • 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 Areas²) • When not part of a pre-existing condition, diarrhea must be resolved at least 48 hrs before return to work <p>If COVID-untested:</p> <ul style="list-style-type: none"> • Check with COVID Hotline (415.514.7328) • 14-day quarantine since symptom onset is an acceptable alternative to COVID-19 testing <p>For Isolated Runny Nose at Benioff Children’s Hospital, if you work on a High Risk Unit², a respiratory virus panel will be performed.</p> <ul style="list-style-type: none"> • 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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<p>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?</p> <ul style="list-style-type: none"> Fever, chills, or shivering/shakes ($\geq 37.8^{\circ}\text{C}$ / 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) 	<p>YES: see next columns</p>	<p>No, stay at home</p> <ul style="list-style-type: none"> 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 	<p>YES, stay at home</p> <ul style="list-style-type: none"> 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 	<p>General Principles listed below.</p> <p>If COVID-positive: follow guidance in #11</p> <p>If COVID-negative AND symptom-free >24 hours: You are cleared to work onsite if you meet ALL of the following criteria:</p> <ul style="list-style-type: none"> 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) <p>If COVID-negative AND lingering symptoms:</p> <ul style="list-style-type: none"> 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 <p>If COVID-untested:</p> <ul style="list-style-type: none"> Check with COVID Hotline (415.514.7328). 14-day quarantine since symptom onset is an acceptable alternative to COVID-19 testing
<p>3. In the past 14 days, have you had new symptoms that you believe are due to allergies or another pre-existing condition?</p>	<p>YES: see next columns</p>	<p>YES, you can continue to work today.</p> <ul style="list-style-type: none"> If you are working onsite at UCSF location, testing is recommended but not required. Call the COVID Hotline (415.514.7328) for testing options. 	<p>NO, you may continue to work.</p> <ul style="list-style-type: none"> Self-monitor⁵ for 14 days 	<p>If COVID-untested:</p> <ul style="list-style-type: none"> You may continue to work Self-monitor⁵ for 14 days <p>If COVID-negative:</p> <ul style="list-style-type: none"> You may continue to work. No OHS Clearance Letter is required <p>If COVID-positive: follow guidance in #11</p>
Symptom/Exposure Review	Response	Can I Work Today?	Do I Need to Stay at Home?	When Can I Return to Work?

<p>4. In the past 14 days, have you returned from travel outside the U.S.?</p> <p><i>Additional UCSF travel guidance found here:</i> https://coronavirus.ucsf.edu/travel#travelreturn</p> <p><i>More information about COVID-19 risk in different countries can be found at CDC and WHO websites.</i>³</p>	<p>YES: see next columns</p>	<p>NO, you cannot work today.</p> <ul style="list-style-type: none"> All UCSF returnees from international travel are required to quarantine at home for 14 days from your return date, per UCSF policy. Working from home, if available and approved by your supervisor, may be an option, 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 staff⁸ without symptoms, particularly in times of limited staff availability, but these exceptions need OHS approval and completion of a PCR-based COVID testing pathway prior to return to work: you must complete three COVID tests during the following times: (1) Day 1, (2) Day 3-4, and (3) Day 7-9. You may return to work after the first negative test and obtain the final clearance after the third test. Call COVID Hotline (415.514.7328) to obtain clearance and enroll in self-monitoring⁵ for symptoms twice a day, including temperature <p>If you receive a OHS Clearance Letter to work:</p> <ul style="list-style-type: none"> 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 	<p>YES, stay at home until you have obtained OHS clearance to return to work.</p> <ul style="list-style-type: none"> Call COVID Hotline (415.514.7328) for return to work clearance. Self-monitor⁵ for 14 days Home Isolation instructions⁶ 	<p>OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK. General principles listed below.</p> <p>If you returned from travel and develop symptoms of COVID-19 (listed in #1 above),</p> <ul style="list-style-type: none"> Call COVID Hotline (415.514.7328) for testing and further evaluation Continue to self-monitor⁵ for 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
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<p>5. [NOT ON DAILY SCREENER] Have you traveled outside the 9-county SF bay area and Santa Cruz or 4-county Fresno area?</p> <p><i>UCSF travel guidance found here:</i> https://coronavirus.ucsf.edu/travel#bayarea</p> <p><i>UCSF testing page:</i> https://coronavirus.ucsf.edu/testing#travel</p> <p><i>This guidance applies to UCSF community members who live and work within the Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) and travel outside that region, or those who live and work within the Fresno area (Fresno, Madera, Kings and Tulare) and travel outside that region.</i></p>	<p>YES: see next columns</p>	<p>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.</p> <p>Additionally, you must complete three COVID tests during the following times: (1)Day 1, (2) Day 3-4, and (3) Day 7-9. You may return to work with the first pending test status.</p> <p><i>UCSF testing page:</i> https://coronavirus.ucsf.edu/testing#travel</p>	<ul style="list-style-type: none"> • Do I Need to Stay at Home? • YES, stay at home if you have symptoms listed in #1, and call COVID Hotline (415.514.7328) for testing and evaluation • Self-monitor⁵ for 14 days • Home Isolation instructions⁶ • Consult with your medical provider as needed or if symptoms worsen 	<p>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.</p> <p>If not on site and decline testing then can return to work after 14 days quarantine.</p>
Symptom/Exposure Review	Response	Can I Work Today?	Do I Need to Stay at Home?	When Can I Return to Work?
<p>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?</p> <p><u>Definition:</u> 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).</p> <p>At the present time, SF VA Medical Center (VAMC) and Zuckerburg SF</p>	<p>YES: see next columns</p>	<p>YES, if you <u>do not</u> have any symptoms listed in #1, you may continue to work if you adhere to the following instructions:</p> <ul style="list-style-type: none"> • 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 • Self-monitor for symptoms twice a day, including temperature, using the daily reminder program by texting SYMPTOM to 83973, or by 	<ul style="list-style-type: none"> • 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 	<p>If you returned and had symptoms in #1</p> <ul style="list-style-type: none"> • 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

<p>General (ZSFG) are also considered equivalent to UCSF Health facilities.</p>		<p>using the symptom monitoring form⁵</p> <ul style="list-style-type: none"> • 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). <p>If you work in High Risk Area: YES, you may continue to work if you <u>do not</u> 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</p>		
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<p>7. In the past 14 days, have you had unprotected, prolonged close contact⁴ with someone with confirmed/diagnosed COVID-19?</p> <p>Unprotected⁴ includes:</p> <ul style="list-style-type: none"> • 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 	<p>YES: see next columns</p>	<p>NO ENTRY, UNLESS YOU HAVE AN OHS CLEARANCE EMAIL</p>	<p>YES, stay at home</p> <ul style="list-style-type: none"> • If your exposure happened at home or at work, call COVID Hotline (415.514.7328) for assessment and further instructions. • If your exposure happened in the community, complete the COVID Exposure Assessment Tool online, and OHS staff will followup with additional instructions: https://ucsf.co1.qualtrics.com/jfe/form/SV_eG06jBes9eLrjtb • Self-monitor⁵ for at least 14 days since exposure 	<p>OHS CLEARANCE EMAIL IS REQUIRED BEFORE RETURNING TO WORK.</p> <p>Medium Risk Exposures: Conditions for Returning to Work</p> <ul style="list-style-type: none"> • 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 <p>High Risk Exposures: Conditions for Returning to Work</p> <ul style="list-style-type: none"> • If you live in same household as COVID positive contact, last day of exposure and clearance must be completed with OHS staff.

<p>Prolonged, close contact defined as within 6 feet for 15 mins or longer.</p>			<ul style="list-style-type: none"> • Home Isolation instructions⁶ 	<ul style="list-style-type: none"> • 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 • 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
<p>8. Do you live with someone who is waiting for COVID test results due to symptoms of a COVID-type illness?</p>	<p>YES: see next columns</p>	<p>NO, you cannot work on-site until test result for your household member is negative.</p>	<p>YES, stay home until household member receives negative result</p> <ul style="list-style-type: none"> • Continue to self-observe your symptoms. If you become symptomatic, follow guidance in #1 above. • Home Isolation instructions⁶ 	<p>If household member's result returns NEGATIVE for COVID-19, you may return to work.</p> <p>If household member's result returns POSITIVE for COVID-19, follow criteria in #7 above.</p>
<p>9. Have you been diagnosed with COVID-19 infection in the past 20 days?</p>	<p>YES: see next columns</p>	<p>NO, you may not return to work until you have received an OHS clearance letter.</p>	<p>YES, stay at home and inform your manager that you will not be going to work:</p> <ul style="list-style-type: none"> • Call COVID Hotline (415-514-7328) to report your COVID positive illness and receive follow up instructions. • If the COVID-confirmed exposure occurred in your household or at work, please call: <ul style="list-style-type: none"> ○ UCSF Employees: Call OHS COVID Hotline (415.514.7328) to report your COVID-positive illness and receive follow-up instructions. ○ Students call SHCS at 415-476-8736 ○ BCH Oakland Enterprise Health at 510-428-3620 • Self-monitor⁵ • Home Isolation instructions⁶ 	<p>OHS CLEARANCE LETTER IS REQUIRED BEFORE RETURNING TO WORK.</p> <p>Except for rare situations, repeat COVID-19 testing prior to Return to Work is NOT recommended by CDC & SFDPH.</p> <p>1. Asymptomatic or Mild-Moderate Illness^{7a}</p> <ul style="list-style-type: none"> • Return to work after 10 days since positive test (if asymptomatic) or since first day of symptoms, if the following criteria are met: <ul style="list-style-type: none"> ○ 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) <p>2. Severe or Critical Illness^{7b}</p> <ul style="list-style-type: none"> • Return to work after 20 days since first day of symptoms, if the following criteria are met:

			<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> ○ 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 <p>3. Immunocompromising Conditions^{7c}</p> <ul style="list-style-type: none"> • 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^{7c}. • 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*)

⁽³⁾ CDC Travel Advisories Listed Here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1>

WHO Weekly Epidemiological Update: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

⁽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:**

PPE WORN BY PERSON EXPOSED TO COVID-19

PPE WORN BY PERSON WITH COVID-19	PPE WORN BY PERSON EXPOSED TO COVID-19		
	Unmasked	Face mask and NO eye protection	Face mask AND eye protection
Unmasked	High Risk Exposure <i>(Minimum 14-day quarantine* and symptom monitoring at home except travel to/from work (Days 11-14))</i>	Medium Risk Exposure <i>(14-day quarantine at home except travel to/from work immediately and symptom monitoring)</i>	Low Risk Exposure <i>(Get tested, continue to work and monitor symptoms)</i>
Face mask with or without eye protection	Medium Risk Exposure <i>(14-day quarantine at home except travel to/from work immediately and symptom monitoring)</i>	Low Risk Exposure <i>(Get tested, continue to work and monitor symptoms)</i>	Low Risk Exposure <i>(Get tested, continue to work and monitor symptoms)</i>
Aerosol Generating Procedures or Events:	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		

*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) $\geq 94\%$ 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:

- o Chemotherapy for cancer
- o Untreated HIV with CD4 < 200, or other immunodeficiency disorders
- o High dose corticosteroid treatment for > 14 days (e.g. prednisone > 20 mg/d)
- o Organ or bone marrow transplant patients receiving immunosuppressive therapy
- o 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: Adapted from CDC website: <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.