CORONAVIRUS (COVID-19)
ALLINA HEALTH ABILITY TO WORK GUIDELINES FOR EMPLOYEES
Revised October 27, 2021

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High Risk Exposures- Community or Work
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To report symptoms or an exposure, employees must complete the EOH Online Intake Form (AKN or Allina Health.org)
<table>
<thead>
<tr>
<th>Situation (Please review all to find most applicable to you)</th>
<th>Employee is asymptomatic (no symptoms) Do you have the ability to work?</th>
<th>Employee is symptomatic (symptoms) Do you have the ability to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Symptomatic Employee</td>
<td>N/A</td>
<td>NO, you are not able to work.</td>
</tr>
</tbody>
</table>

You currently have ONE or more of the following NEW/UNEXPLAINED symptoms that started within the last 72 hours:

- Fever or chills (Temperature equal to or greater than 100°F or 37.8°C)
- Cough
- Shortness of breath/difficulty breathing
- Diarrhea – greater than 3 loose stools in a 24 hour period
- Vomiting
- Sore throat
- Loss of smell or taste, or a change in taste
- Body/muscle aches/fatigue
- Headache
- Congestion/runny nose
- Nausea

**N/A**

• If you are at work, inform your manager immediately.
• To report symptoms to EOH, employees must complete the EOH Online Intake Form (AKN or Allina Health.org)
• If you are home and are currently on the schedule to work, follow the regular call-in sick process for each shift you are not able to work.
• Monitor your symptoms for 10-14 days.
• If you have concerns about your health, consult your provider.

**TESTING:**
• Testing is required.

**IF TEST IS NEGATIVE – Inform your manager of results:**

- If you are fully vaccinated, and symptoms are improving, you may return to work if at least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications.
- If not fully vaccinated:
  STAY HOME, DO NOT RETURN until:
  • At least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications AND
  • All of your COVID-19 related symptoms have improved.
  • If your test result is negative, you will not be eligible for COVID pay and can use PTO/vacation/sick time to cover any time away from work
  • If you continue to be symptomatic beyond day 14, contact HR Service Center to discuss if a medical leave of absence is appropriate.
  • If you have concerns about your health, consult with your provider for clinical management.
IF TEST IS POSITIVE – Inform your manager of results:
STAY HOME and DO NOT RETURN to work until:
• At least 10 full days have passed since COVID symptoms first appeared (May return on day 11) AND
• At least 1 day (24 hours) have passed since resolution of fever without the use of fever-reducing medications AND
• All of your symptoms have improved
• The loss of smell and/or taste may take LONGER to improve, if this is the only symptom that has not improved, the HCW is clear to return to work.
• Employees who are severely immunocompromised may return to work when at least 20 days have passed since COVID symptoms first appeared AND at least 24 hours have passed since resolution of fever AND your symptoms have improved. (Refer to “EOH-COVID-19 Employee Exposure Procedure”
• If you are currently working from home and feel well enough to work, you may contact your manager to discuss this option.
• If you are on a furlough and meet the return to work criteria listed above, work with your leader to determine the timing and next steps.
• If your symptom(s) are not improving after 10 days (20 days if severely immunocompromised), do not return to work. Call the EOH/COVID Hotline for further instructions.
• If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

<table>
<thead>
<tr>
<th>Situation (Please review all to find most applicable to you)</th>
<th>Employee is asymptomatic (no symptoms) Do you have the ability to work?</th>
<th>Employee is symptomatic (symptoms) Do you have the ability to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Symptomatic household member</td>
<td>YES, you are able to work if you do the following:</td>
<td>NO, you are not able to work.</td>
</tr>
<tr>
<td>You are living in the same home as a person (household member) who currently has ONE or more of the following NEW/UNEXPLAINED symptoms that started within the last 72 hours:</td>
<td>• Follow Universal Masking and Face shield, Eye Protection Plan³</td>
<td>See A, Employee is symptomatic</td>
</tr>
<tr>
<td>• Fever or chills (Temperature equal to or</td>
<td>• Perform excellent hand hygiene</td>
<td></td>
</tr>
<tr>
<td>• Consult your manager about work assignment.</td>
<td>• Monitor for symptom development for 14 days.</td>
<td></td>
</tr>
<tr>
<td>• Monitor for symptom development for 14 days.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Cough
• Shortness of breath/difficulty breathing
• Diarrhea – greater than 3 loose stools in 24 hour period
• Vomiting
• Sore throat
• Loss of smell or taste, or a change in taste
• Body/muscle aches/fatigue
• Headache
• Congestion/runny nose
• Nausea

• If symptoms develop at work, notify your manager immediately.

**TESTING:**
• Testing is strongly recommended for your household member. If your household member tests positive for COVID-19, **employees must complete the EOH Online Intake Form (AKN or Allina Health.org)**
• Testing for Employee is optional.
• If you choose to be tested, schedule test immediately (but not sooner than 2 days post exposure) and **at 5-7 days (if initial test is negative)** from onset of household members symptoms or exposure to positive person in the community.

**IF HOUSEHOLD MEMBER'S TEST IS POSITIVE:**
• See E.

**IF EMPLOYEE WAS TESTED:**
• See G, H or I for further instructions

<table>
<thead>
<tr>
<th>C</th>
<th><strong>Low risk exposures</strong>1 <em>(see definition below)</em></th>
</tr>
</thead>
</table>
| | Low Risk Community Exposure: Employee has had contact with a person in the community for **less than 15 minutes and greater than 6 feet away** who has tested positive for COVID-19 without wearing PPE/mask within 48 hours prior to symptom onset or “during their infectious period of 10 days for those who may be asymptomatic”  
| or | Low Risk Work Exposure: Employee was **not** using all recommended PPE but did **not** have prolonged **(greater than 15 minutes) close contact (closer than 6 feet)** with patient/resident/co-worker who tested positive COVID-19 OR |
| See B, Employee is asymptomatic | See A, Employee is symptomatic |
Employee **had prolonged close contact** with patient/resident/co-worker who tested positive for COVID-19 **AND** any circumstance listed below in **low risk work exposure definition**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Employee is asymptomatic (no symptoms)</th>
<th>Employee is symptomatic (symptoms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please review all to find most applicable to you)</td>
<td><strong>Do you have the ability to work?</strong></td>
<td><strong>Do you have the ability to work?</strong></td>
</tr>
<tr>
<td>High risk work exposure</td>
<td>NO, you are not able to work.</td>
<td>NO, you are not able to work.</td>
</tr>
<tr>
<td>Prolonged close contact or a breach in PPE with a patient/resident/co-worker with confirmed positive COVID-19 in the past 14 days without wearing appropriate PPE</td>
<td><strong>You will not be able to work for at least 10 days.</strong></td>
<td><strong>You will not be able to work for at least 10 days.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Exception:</strong> You may continue to work if you have been fully vaccinated and/or identified as critical staff by your leader/manager-if you have, refer to Critical Staffing Shortage References at the bottom of the ATW for additional information.</td>
<td><strong>If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you are at work,</strong> inform your manager of exposure. You will be able to finish your current shift. After your current shift is over, you will be placed on a 14 day COVID leave, unless fully vaccinated.</td>
<td><strong>To report symptoms to EOH, complete the EOH Online Intake Form (AKN or Allina Health.org).</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you are at home and are currently on the schedule to work,</strong> follow the regular call-in sick process for each shift.</td>
<td><strong>Monitor your symptoms for 10-14 days</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you have been notified by a manager that you are part of an exposure,</strong> do not call the EOH/COVID hotline, work with your manager.</td>
<td><strong>If you have concerns about your health, consult with your provider for clinical management.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you have not been contacted by a manager but have had a high risk exposure,</strong> contact your manager to review and complete process of exposure list.</td>
<td><strong>To report symptoms complete the EOH Online Intake Form (AKN or Allina Health.org).</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Monitor for symptom development.</strong></td>
<td><strong>TESTING:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you have concerns about your health,</strong> consult with your provider for clinical management.</td>
<td><strong>Testing is required.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>To report symptoms complete the EOH Online Intake Form (AKN or Allina Health.org).</strong></td>
<td><strong>IF TEST IS NEGATIVE – Inform your manager of results:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TESTING:</strong></td>
<td><strong>If you were asymptomatic initially and tested negative after this high risk exposure, but now have symptoms, you will need to be tested again. No need to wait the at least 3-5 days after the exposure for retesting if you are now symptomatic.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Testing is required for UNVACCINATED HCWs if returning to work as part of critical staffing shortage process.</strong></td>
<td><strong>If you are symptomatic and test positive (or retest is now positive) you are not able to work for a minimum of 10 full days from the onset of symptoms or 10 full days from positive test result (whichever occurs first) (May return on day 11) AND until you meet return to work</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Testing is strongly recommended for other employees- If you choose to be tested, test must be scheduled</strong></td>
<td></td>
</tr>
</tbody>
</table>
immediately (but not sooner than 2 days post exposure) and at 5-7 days (if initial test is negative) from onset of household members symptoms or exposure to positive person in the community.

- If you choose not to be tested, you are not able to work for 14 days, unless fully vaccinated.

**IF TEST IS NEGATIVE** – Inform your manager of results:
- You are not able to work for 14 days from date of last contact with patient/resident/co-worker with confirmed positive COVID-19 while they were still considered contagious. Due to the amount of time it may take for symptoms to develop, unless fully vaccinated.
- Employees who are severely immunocompromised\(^8\) but who are asymptomatic throughout their infection may return to work when at least 20 days have passed since the date of their first positive test. (Refer to “EOH-COVID-19 Employee Exposure Procedure”).
- If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

**IF TEST IS POSITIVE** – Inform your manager of results:
- You are not able to work for 10 full days starting from the date of your positive test. You may return to work full 10 days after your positive test if you remain asymptomatic (e.g. return to work on day 11 with day of symptom onset or positive test being day 0).
- Employees who are severely immunocompromised\(^8\) but who are asymptomatic throughout their infection may return to work when at least 20 days have passed since the date of their first positive test. (Refer to “EOH-COVID-19 Employee Exposure Procedure”).
- If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

**STAY HOME and DO NOT RETURN** to work until:
- At least 10 days have passed since COVID symptoms first appeared (20 days if severely immunocompromised\(^8\)), AND
- At least 1 day (24 hours) have passed since resolution of fever without the use of fever-reducing medications AND all of your COVID-19 related symptoms have improved.
- The loss of smell and / or taste may take LONGER to improve, if this is the only symptom that has not improved, the HCW is clear to return to work.
- If you are currently working from home and feel well enough to work, you may contact your manager to discuss options.
- If your symptom(s) are not improving after 10 days, do not return to work. Call site EOH for further instructions.
- If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

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**Situation**

(Please review all to find most applicable to you)

<table>
<thead>
<tr>
<th>Employee is asymptomatic (no symptoms)</th>
<th>Do you have the ability to work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO, you are not able to work.</td>
<td></td>
</tr>
<tr>
<td>• You will not be able to work for 14 days.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Exception:</strong> You may continue to work if you have been fully vaccinated and/or identified as critical staff by your leader/manager. If you have, refer to Critical Staffing Shortage References(^9) at the bottom of the ATW for additional information.</td>
<td></td>
</tr>
<tr>
<td>o Any staff that is not able to separate from positive household member will not be</td>
<td></td>
</tr>
</tbody>
</table>

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**Employee is symptomatic (symptoms)**

*See A, Employee is symptomatic*
| who is currently living at home.) | able to work as critical staff member.  
  Unless fully vaccinated  
  • If you are at work, inform your manager of exposure.  
    You will be able to finish your current shift. After your current shift is over, you will be placed on a 14 day COVID leave, unless fully vaccinated  
  • If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift, unless fully vaccinated  
  • Complete the EOH Online Intake Form (AKN or Allina Health.org).  
  • Separate from positive household member and monitor for symptom development.  
  • If employee is able to separate from positive household member, you are not able to work for 14 days from date of last contact with positive household member while they were still considered contagious (see definition below), unless fully vaccinated.  
  • If employee is not able to separate from positive household member, the employee will not be able to work for 14 days after the household member is no longer infectious/contagious: unless fully vaccinated  
    o If household member is not severely immunocompromised, the household member is considered non-infectious 10 days after onset of household member illness (provided it has been >24 hours since fever resolution and COVID-19 symptoms have improved) or 10 days after date of COVID-19 positive test (if household member is asymptomatic).  
    o If household member is severely immunocompromised, the household member is considered non-infectious 20 days after onset of household member illness (provided it has been >24 hours since fever resolution and COVID-19 symptoms have improved) or 20 days after date of COVID-19 positive test (if household member is asymptomatic).  
  If you develop symptoms, or another household member tests positive, employees must complete the EOH Online Intake Form (AKN or Allina Health.org).  
Testing:
- Testing is required for UNVACCINATED HCWs if returning to work as part of critical staffing shortage process.
- Testing is strongly recommended for other employees.
  If you choose to be tested, test must be scheduled immediately (but not sooner than 2 days post exposure) and at 5-7 days (if initial test is negative) from onset of household members symptoms or exposure to positive person in the community.
  If you choose not to be tested, you are not able to work for 14 days, unless fully vaccinated.

IF TEST IS NEGATIVE – Inform your manager of results:
- You are not able to work for 14 days from date of last contact with the most recently positive household member while they were still considered contagious. (Due to the amount of time it may take for symptoms to develop), unless fully vaccinated.

IF TEST IS POSITIVE – Inform your manager of results:
- You are not able to work for at least 10 full days starting from the date of your positive test. You may return to work 10 full days after your positive test if you remain asymptomatic. (May return on day 11)
- Employees who are severely immunocompromised but who are asymptomatic throughout their infection may return to work when at least 20 days have passed since the date of their first positive test. (Refer to "EOH-COVID-19 Employee Exposure Procedure").
- If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Employee is asymptomatic (no symptoms)</th>
<th>Do you have the ability to work?</th>
<th>Employee is symptomatic (symptoms)</th>
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</thead>
<tbody>
<tr>
<td>(Please review all to find most applicable to you)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>School/daycare exposures</strong></td>
<td>See B, Employee is asymptomatic</td>
<td></td>
<td>See A, Employee is symptomatic</td>
</tr>
<tr>
<td>Living in the same home as a person (household member) who has had a known exposure to a person in the community who has tested positive for COVID-19 (with or without mask/PPE).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Situation examples:</td>
<td>Employee is asymptomatic (no symptoms)</td>
<td>Employee is symptomatic (symptoms)</td>
<td></td>
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<tr>
<td>--------------------</td>
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<td></td>
</tr>
<tr>
<td>-Your child has been exposed to a classmate or person at school who has tested positive for COVID-19.</td>
<td>Do you have the ability to work?</td>
<td>Do you have the ability to work?</td>
<td></td>
</tr>
<tr>
<td>-Your child has been exposed to a person at daycare who has tested positive for COVID-19.</td>
<td>Yes, you are able to work</td>
<td>See A, Employee is symptomatic</td>
<td></td>
</tr>
<tr>
<td>-Your college-aged child has been exposed to a person who has tested positive for COVID-19 at school and has now returned home to separate</td>
<td>- Follow Universal Masking and Face Shield/Eye Protection Plan³</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To report symptoms, employees must complete the EOH Online Intake Form (AKN or Allina Health.org).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Situation

(Please review all to find most applicable to you)

<table>
<thead>
<tr>
<th>Employee is asymptomatic (no symptoms)</th>
<th>Employee is symptomatic (symptoms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have the ability to work?</td>
<td>Do you have the ability to work?</td>
</tr>
</tbody>
</table>

**G**  
**Pending COVID-19 Test from Symptomatic Employee, Low Risk Exposure⁴ or School/daycare exposures**

If you have received test results (from any source) and have not been contacted by Employee Occupational Health via email or phone. Email your test results to: Employeehealthserv@allina.com, subject line: Test results and A or D#

Yes, you are able to work

- Follow Universal Masking and Face Shield/Eye Protection Plan³
- To report symptoms, employees must complete the EOH Online Intake Form (AKN or Allina Health.org).

**H**  
**Positive COVID-19 Test**

No, you are not able to work.

- You are not able to work for 10 full days starting from the date of your positive test. You may return to work after 10 full days if you remain asymptomatic. (May return on day 11).
- Employees who are severely immunocompromised⁸ but who are asymptomatic throughout their infection may return to work when at least 20 days have passed since the date of their first positive test. (Refer to “EOH-COVID-19 Employee Exposure Procedure”).
- If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift. You must work with EOH to return to work.
- If you are unvaccinated, you should wait 14 days from onset of symptoms or positive results to receive vaccination.

No, you are not able to work.

See A, Employee is symptomatic- return to work criteria with positive test
| Negative COVID-19 Test for Symptomatic Employee, Symptomatic household member, **Low risk exposure**, or School/daycare exposures  
If you have received test results (from any source) and have not been contacted by Employee Occupational Health via email or phone. Email your test results to: Employeehealthserv@allina.com, subject line: Test results and A or D# | YES, you are able to work.  
- You are cleared to return to work for your next scheduled shift, as long as you meet return to work criteria.  
- Work with your supervisor to return to work.  
- You will use PTO/vacation/sick time while awaiting testing and results.  
- Follow Universal Masking and Face Shield/Eye Protection Plan³ | NO, you are not able to work.  
- If you are at home and are currently on the schedule to work, follow the regular call-in sick process for each shift.  
  **STAY HOME, DO NOT RETURN** until:  
- At least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications AND all of your symptoms have improved.  
- You will use PTO/vacation/sick time while awaiting testing and results.  
- If you continue to be symptomatic beyond day 14, contact HR Service Center to discuss if a medical leave of absence is appropriate.  
- If you have concerns about your health, consult with your provider for clinical management.  

**UPDATE:** All definitions apply REGARDLESS of Covid-19 vaccination status.

1. **Low Risk Exposure Definitions**

   **Work Exposure:** Low Risk COVID-19 Exposure includes the following:
   - Employee was not using all recommended PPE but did not have prolonged (greater than 15 minutes) close contact (closer than 6 feet) with patient/resident/co-worker OR
   - Employee had prolonged close contact with patient/resident/co-worker AND any circumstance listed below:
     - Employee wearing all recommended PPE and adhering to all recommended infection control practices
     - Employee is wearing a Half-face respirator/ear loop/surgical/droplet facemask but no eye protection while positive patient/resident/co-worker is wearing an ear loop/surgical/droplet facemask or alternative/cloth mask
     - Employee wearing a Half-face respirator/ear loop/surgical/droplet facemask and eye protection, regardless of gown and gloves, AND aerosol-generating procedures were not performed while EMPLOYEE was present
     - Employee is wearing a Half-face respirator/ear loop/surgical/droplet facemask, eye protection, gown and gloves AND an aerosol-generating procedure was performed while EMPLOYEE was present
     - Employee wearing respirator and eye protection and > 6 feet away during an AGP without wearing gown.
   - Work related Low Risk exposed staff will not be contacted by EOH. Managers should instruct their staff to self-monitor for signs/symptoms of COVID-19. If symptoms develop they should immediately remove themselves from work, employees must complete the EOH Online Intake Form ([AKN](https://www.foon.com) or [Allina Health.org](https://www.allinahealth.org)).

   **Community Exposure:** Low Risk COVID-19 Exposure includes the following:
   - Employee who has had contact with a person in the community for less than 15 minutes and greater than 6 feet away who has tested positive for COVID-19 without wearing PPE/mask within the last 14 days. (Not a household member)
2. **High Risk Exposure Definitions**

   **Work Exposure:** High Risk COVID-19 Work Exposure includes the following:
   - Employee had prolonged close contact* (see definition) with patient/resident with COVID-19:
     - Employee not wearing ear loop/surgical/droplet facemask or respirator
     - Employee not wearing eye protection and positive patient or resident is not wearing an ear loop/surgical/droplet facemask or alternative/cloth mask
   - **AGP and COVID positive patients in PACU or Large Bay areas:**
     - Consider all patients in PACU during the AGP as having high-risk exposures if they were within 12 feet of AGP source (typically one PACU bed on either side of COVID positive patient), whether masked or unmasked.
     - Consider all staff in PACU during the AGP as having high-risk exposures if they were within 6 feet of AGP source and were not wearing gown, gloves, respirator, and eye protection.
     - Consider all staff in PACU during the AGP as having high-risk exposures if they were within 12 feet of AGP source and were not wearing respirator and eye protection.
   - **AGP and COVID positive patients in patient/exam/procedure rooms:**
     - Employee not wearing all recommended PPE (respirator, eye protection, gown, and gloves) and is 6 feet or closer to the patient during an AGP regardless of length of exposure time.

   **Community Exposure:** High Risk COVID-19 Community Exposure includes the following:
   - Employee who has had close contact (within 6 feet for 15 minutes and greater) within 48 hours prior to symptom onset or “during their infectious period of 10 days for those who may be asymptomatic. Any staff that is not able to separate from positive household member will not be able to work as critical staff member. Unless fully vaccinated

3. **Universal Masking and Face Shield/Eye Protection**

   All staff in clinical settings, including non-patient facing staff need to wear droplet masks. You are able to wear a cloth masks when entering Allina Health clinical facilities and switch into a droplet mask at your unit/department. Staff working in non-clinical settings (e.g. CEC or The Commons) may continue to wear cloth masks.
   - All staff will wear a full face shield or eye protection and a droplet mask during all patient encounters to reduce the risk of COVID-19 exposure from asymptomatic patients
   - Employee’s working with COVID-19 suspect, Patients Under Investigation or Patients with Influenza like Illness/symptoms will use Enhanced Respiratory Precautions
   - See [Personal Protective Equipment FAQ](#) for details
   - All patients and visitors are asked to mask while in Allina Health hospitals, clinics and facilities
   - Patients and visitors will need to wear a cloth mask
   - Patients are asked to mask when in the presence of healthcare workers or visitors and while walking the hallways or when in other public areas
   - Visitors are asked to mask while in the presence of patients or healthcare workers, including while walking in hallways or when in other public areas

   **Universal Eye Protection**
   - All staff at Allina Health clinics, facilities or home care are required to wear eye protection when working with patients or are in patient care areas, common areas, hallways and corridors.
   - Hospital staff must wear eye protection when in patient care areas and should practice continuous use throughout their shift including when not in patient care areas.
   - Administrative only or non-patient care departments do not need to wear eye protection while working in these areas. However, if employee enters a patient care area, they will need to put on eye protection.
Enhanced Respiratory Precautions
Half-face respirator mask, N95, CAPR/PAPR to be used for all positive COVID-19 and PUI patient care, eye protection, gown *(If the HCW is >6 feet away during an AGP– it is NOT a HIGH risk exposure as long as the HCW is wearing respirator and eye protection)* and gloves.

4. Breach in PPE
A breach is defined as a broken, ruptured, or torn condition or not using correct type of PPE. If breach not during an *Aerosol Generating Procedure List.docx*, then exposure must be greater than 15 minutes and closer than 6 feet to be considered a breach. If breach occurs during an AGP, it’s automatically a high risk work exposure and immediately needs elevation to EOH. *Examples of COVID-19 PPE breach.* *(It is NOT a breach in PPE if the HCW is >6 feet away during an AGP without a gown on, as long as the HCW is wearing respirator and eye protection).*

5. COVID testing/scheduling process
- **Complete the EOH Online Intake Form** *(AKN or Allina Health.org)* and self.schedule a test through Allina Health Account *(Formerly MyChart)* or Allina Health.org or call 612-262-4145 if you do not have access to Allina Health Account.
- If Employee has received positive test results (from any source) and has not been contacted by Employee Occupational Health via email or phone. Employee must email positive test results to: Employeehealthserv@allina.com, subject line: Test results and A or D#.
- Asymptomatic employees who previously tested positive for COVID-19 and remain asymptomatic should not be retested during the first 12 weeks following their symptom onset. If employee is exposed during the 90 day period, Employee is able to work unless employee becomes symptomatic. If symptoms develop, employee should be removed from work and seen by their provider to determine whether testing is needed. A workability is needed to return to work.
- Employees must notify their manager and if applicable their processer approver of their test results (both positive and negative), and work with their managers directly to return to work as long as above guidelines are met.
- The PREFERRED method of testing is a PCR. PCR is considered "Gold-standard" and most reliable test results.

**UPDATED:** Allina Health Acceptable tests for COVID-19:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Symptomatic Employees Follow column below</th>
<th>Asymptomatic Employees follow column below</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP, OP, Nares PCR/NAAT Swab Testing</td>
<td>Acceptable</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>
| MDH Saliva Testing (either at a testing site or mail in option) | **Negative test:** not acceptable  
**Positive test:** acceptable | **Acceptable Point Prevalence Testing only**  
* Acceptable for non-exposed, congregate HCW needing routine COVID-19 screening per MDH recommendations issued 11/20/20 |
| Antigen Testing                   | **Negative test:** not acceptable  
**Positive test:** Acceptable | **Acceptable Point Prevalence Testing only**  
* Acceptable for non-exposed, congregate HCW needing routine COVID-19 screening per MDH recommendations issued 11/20/20 |
| Home Test Kits (other than the MDH saliva kits) | Not acceptable                          | Not Acceptable                           |
6. Removal from Work - Guidelines/Examples

- **Symptomatic Employees** are not able to work starting the first day symptoms occur. This date that should be documented on the Employee letter as the start date.
  - The Employee will be off for 10-14 days going forward- the first day of symptoms is considered day one of ten.
  - Example: Employee informs EOH of symptoms that started yesterday (Friday). Letter should reflect Employee should be off work starting yesterday and 10 days going forward from then. (Example dates: 4/10/20-4/19/20) If symptoms persist past 10 days, Employee should call back to the EOH COVID hotline.

- **Asymptomatic Employees living in the same home with a person positive for COVID-19** are not able to work for 14 days from last contact with infectious household member.
  - If employee is able to separate from positive household member, the employee are not able to work for 14 days after date of last contact with positive household member, unless fully vaccinated.
  - For employees who are unable to separate from positive household members the employee are not able to work for 14 days after the household member is no longer infectious/contagious: unless fully vaccinated
    - If household member is not severely immunocompromised, the household member is considered non-infectious/contagious 10 full days after onset of household member illness/symptoms (provided it has been >24 hours since fever resolution and COVID-19 symptoms have improved) or 10 full days after date of COVID-19 positive test (if household member is asymptomatic).
    - If household member is severely immunocompromised, the household member is considered non-infectious/contagious for 20 days after onset of household member illness/symptoms (provided it has been >24 hours since fever resolution and COVID-19 symptoms have improved) or 20 days after date of COVID-19 positive test (if household member is asymptomatic).
  - However, this would change if employee is tested or becomes symptomatic while off work with household member:
    - If Employee is asymptomatic and tests negative, they are not able to work for 14 days from last contact with infectious household member (no different from above scenario). Unless fully vaccinated
      - If Employee is asymptomatic and tests positive, they are not able to work for 10 full days from the date of the test (if they are not severely immunocompromised) and may return to work following the 10 full days (provided it has been at least 24 hours since resolution of fever (without fever reducing medication) and employee symptoms have improved). (May return on day 11).
      - If Employee becomes symptomatic after testing positive, they do not need to retest and can plan to continue to return to work once the original 10 full day time period ends provided it has been at least 24 hours since resolution of fever (without fever reducing medication) and employee symptoms have improved.
      - If Employee becomes symptomatic after testing negative, they will need to retest.
        - If retest is negative, they are not able to work for the original 14 days period.
        - If retest is positive, they are not able to work for a minimum of 10 full days from the onset of symptoms or 10 full days from their positive test result (whichever occurs first). (May return on day 11)
  - Asymptomatic Employees that were part of a high risk, confirmed work related exposure to a positive COVID-19 patient are not able to work for 14 days from last day of exposure, unless fully vaccinated. Example: Employee was doing an aerosol generating procedure on a confirmed patient 4/18 without eye protection, they are not able to work from 4/19 through 5/2 However, this would change if employee is tested or becomes symptomatic while off work:
    - If Employee is asymptomatic and tests positive, they are not able to work for 10 full days from date test was obtained. (May return on day 11)
If Employee becomes symptomatic after testing positive at any time they do not need to retest but are not able to work for an additional 10 days (day 1 starts the day the employee started experiencing symptoms).

If Employee becomes symptomatic after testing negative, they will need to retest.

- If retest is negative, they are not able to work for 14 days. Unless fully vaccinated

7. **Severely immunocompromised** are patients or employees with/receiving the following:
   - Uncontrolled HIV with CD4 count <200 or HIV patients not on antiretroviral medication
   - Currently receiving cancer treatment
   - With solid organ transplant on anti-rejection medication
   - Recent bone marrow transplant recipients with <500 absolute neutrophil count
   - With genetic immune deficiencies
   - On 30mg prednisone for 30 or more days
   - On immunosuppressants (mycophenolate, sirolimus, cyclosprine, tacrolimus, etanercept, rituximab, daclizumab, basiliximab, ocrelizumab, ofatumumab, obinutuzumab)
   - Refer to the Employee Occupational Health- COVID-19 Employee Exposure Procedure for additional information.

8. **Critical Staffing Shortage References**: HCWs with high risk exposures that have been approved to return to work before the end of the 14 days or HCWs that are continuing to work instead of being off work for the 14 day period must follow Infection Prevention recommendations including:
   - **Exception**: Any staff that is not able to separate from positive household member **will not** be able to work as critical staff member. Unless fully vaccinated
   - HCW should be placed in non-direct patient care staff role if possible
   - If non-direct patient care role is not possible HCW should:
     - Avoid seeing severely immunocompromised patients (see COVID-19 plan for definition of severely immunocompromised patient)
     - Practice continuous masking and eye protections and follow hand hygiene recommendations.
     - Maintain physical distancing recommendations, isolating as much as able (i.e. during breaks).
     - Monitor themselves closely for any new symptoms associated with COVID-19 and measure their temperature daily before work.
     - Must complete EOH Online Intake Form (AKN or Allina Health.org).
     - and do not report to work if any symptoms develop
     - If symptoms develop during work, HCW should inform their supervisor, go home, and complete EOH Online Intake Form
   - **Critical Staffing Shortage Algorithm**

   - **UPDATED**: **UNVACCINATED** HCW with high risk COVID-19 exposures that are allowed to work due to a critical staffing shortage are **required to be tested** for COVID-19. HCW is required to have three COVID-19 tests when retuning as part of critical staffing:
     - First test should be scheduled immediately post exposure (but not sooner than 2 days post exposure)
     - Second test should be scheduled 5-7 days following the exposure.
     - Employee should schedule their own test via their Allina health account (formerly MyChart).

9. **Other References**
   - Employee Occupational Health- COVID-19 Employee Exposure Procedure
   - Leader COVID-19 Exposure Algorithms and Tip Sheets
   - EOH Online Intake Form (AKN or Allina Health.org)
   - From AKN select COVID-19 tile for FAQ’s related to time away and vaccination [http://akn.allinahealth.org/campaign/C19Vac_layouts/15/WopiFrame.aspx?sourcecol=68cda8c6-f156-421b-b7fb-e81c45ab5b10]&action=default
“New” symptom - New symptom means new onset or a change from Employee’s baseline. (For example: this does not include known seasonal allergies/chronic conditions)

10. **Fully vaccinated Definition:** Being 14 days or greater post 2nd dose of Pfizer/Moderna vaccines or 1st (single) dose of Janssen (Johnson & Johnson) vaccine.