

**Caregiver Employee and Provider Covid-19 Screening, Testing  
And Return To Work (RTW) Release and Clearance Process  
St. Joseph Hospital of Orange (last updated 033120)**

**INSTRUCTIONS FOR CAREGIVERS/PROVDERS WITH ANY OF THE FOLLOWING SYMPTOMS:**

Temperature  $\geq$  100 degrees F, Cough, Sore Throat, Shortness of Breath (SOB), sudden complete loss of smell or taste

Each of the following STEPS\*\* are to be followed by Caregiver staff:

STEP 1: Notify your department (through the usual process) that you have been sent/are going home.

STEP 2: Contact your core leader (manager) and notify her/him. Then there are 3 brief forms to complete (Steps 3-5)

STEP 3: Complete two forms (the one in this packet called **Emergency Care Center (ECC) Covid-19 Screening Self-Assessment Questionnaire**) and the on-line Caregiver Exposure Form

[https://forms.office.com/Pages/ResponsePage.aspx?id=hpAxLiaao0aGX2Fb7VdnhpVspKalffxJmtn\\_raXWWfNUOUhYSIJBQIRNMIVRSk4wWIY5Q0Y4OU1URy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=hpAxLiaao0aGX2Fb7VdnhpVspKalffxJmtn_raXWWfNUOUhYSIJBQIRNMIVRSk4wWIY5Q0Y4OU1URy4u)

STEP 4: Begin self-monitoring at home using two forms (the Caregiver/Provider Temperature Log form) and the on line form [https://forms.office.com/Pages/ResponsePage.aspx?id=hpAxLiaao0aGX2Fb7VdnhpVspKalffxJmtn\\_raXWWfNUN1A1TUhVTDVFMDBHWTVTSzJLR0NCTIZEVC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=hpAxLiaao0aGX2Fb7VdnhpVspKalffxJmtn_raXWWfNUN1A1TUhVTDVFMDBHWTVTSzJLR0NCTIZEVC4u)

STEP 5: Call the ECC Covid-19 Clinic Navigator @ 714-771-8299 and set up your Covid-19 screening and RTW release evaluation visit, fill out and text a picture of the **Emergency Care Center (ECC) Covid-19 Screening Self-Assessment Questionnaire** in this packet to 714-949-4744.

STEP 6: Attend your scheduled visit with the ECC Covid-19 Clinic Navigator and take your results from your Caregiver/Provider Temperature Log form with you to your visit

STEP 7: The ECC Covid-19 Clinic Navigator will review the findings and determine if Covid-19 testing is needed or not based on criteria established by the hospital (ministry).

STEP 8: Based on the results from your visit to the Covid-19 Clinic, you will be released to go to Caregiver Health and complete and obtain your RTW clearance OR you will continue to complete your self-quarantine and self-monitoring and return at a later date to see the ECC Covid-19 Clinic Navigator for the rest of your RTW release evaluation.

STEP 9: Lastly, email Caregiver Health Services @ [CHSCOVIDINFO@providence.org](mailto:CHSCOVIDINFO@providence.org) for further instructions.

**\*\* Each of the following are to be followed by PROVIDERS:**

STEP 1: Notify your department chain of command that you are being sent home

STEP 2: Contact the medical staff office to notify them that you are beginning self-monitoring for possible Covid-19 exposure

STEP 3: Complete the **Emergency Care Center (ECC) Covid-19 Screening Self-Assessment Questionnaire** Form in this packet and text a picture of it to the ECC Covid-19 Clinic Navigator at 714-949-4744

STEP 4: Begin self-monitoring at home using the Caregiver/Provider Temperature log form in this packet

STEP 5: Call the ECC Covid Clinic Navigator @ 714-771-8299 to set up your screening and RTW release evaluation process.

STEP 6: Attend your scheduled visit with the ECC Covid-19 Clinic Navigator and take your results from Caregiver/Provider Temperature log form with you to your visit

STEP 7: The ECC Covid-19 Clinic Navigator will review the findings and determine if Covid-19 testing is needed or not based on criteria established by the hospital (ministry).

STEP 8: Based on the results from your visit to the ECC Covid-19 Clinic, you will EITHER be released to go provide your RTW release to the Medical Staff office OR you will continue to complete your self-quarantine and self-monitoring and return at a later date to see the ECC Covid-19 Clinic Navigator for a final RTW release evaluation.

Name (Print): \_\_\_\_\_ [ ]Staff [ ]Provider [ ]Other: \_\_\_\_\_

Please answer all of the following questions to the best of your ability:

**1 . Why are you completing this self-assessment Covid-19 questionnaire form today:**

- Failed a check point Covid-19 screening test at the hospital / outpatient building entrance
- I believe I was exposed to a patient with Covid-19 while at work AND I have at least one of the symptoms on the list below
- I believe I was exposed to a patient with Covid-19 while at work BUT I do not have any symptoms on the list below
- I believe I was exposed to a patient with Covid-19 but not at work
- Other: \_\_\_\_\_

**2 . The symptoms that I am currently experiencing are (check all that apply):**

- Fever What was your temperature: \_\_\_\_\_ [ ]C [ ]F last taken \_\_\_\_\_
- Cough How long: \_\_\_\_\_
- Shortness of breath
- Sore Throat
- Sudden/recent unexplained loss of taste
- Sudden/recent unexplained loss of smell
- Other: \_\_\_\_\_

**3 . Is there anything else we need to know about your symptoms related to this Covid-19 screening procedure?**

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Upon completion of this form, please or take a picture of it with your smart phone and text it to 714-949-4744 or you can scan and email it from within your outlook.com St. Joseph email to [COVID-CA-SJO-ECCnavigator@stjoe.org](mailto:COVID-CA-SJO-ECCnavigator@stjoe.org) If you have any questions or difficulty emailing the form, please call the ECC Covid-19 Testing Navigator at 714-771-8299 and leave a message and they will call you back between the hours of 8am-5pm Mon-Sun and assist you with completing the form and addressing next steps.

**GOAL:** To outline some Frequently Asked Questions (FAQs) and their responses as they relate to the procedure for Covid-19 screening of employees and/or providers (MDs, PAs, NPs or any other LIPs).

**Q1:** I failed the hospital or other outpatient checkpoints and was given a packet and sent home, now what do I do?

**A1:** First, take a deep breath. Now, read once through the whole packet. The packet is designed to address BOTH SJO Caregiver AND Provider Screening, Testing and Return To Work (RTW) issues. Here is an overview of the packet  
CAREGIVERS-

a ) Take a deep breath.

b ) Complete the STEPS as outlined in the **Caregiver Employee and Provider Covid-19 Screening, Testing and Return To Work (RTW) Release and Clearance Process**

c ) Schedule your appointment with the ECC Covid-19 Clinic Navigator and attend your appointment at the scheduled time. Immediately begin taking your temperature and record it on the on-line log and the Caregiver/Provider Temperature log.

d ) Bring a copy of the Caregiver/Provider Temperature log form to your appointment with the ECC Covid-19 Clinic Navigator. Remaining instructions will be given at your appointment.

PROVIDERS-

a ) Take a deep breath.

b ) Complete the STEPS as outlined in the **Caregiver Employee and Provider Covid-19 Screening, Testing and Return To Work (RTW) Release and Clearance Process**. When you complete the self-assessment questionnaire please send it into the ECC Navigator via text to 714-771-8299 or if you have active SJO email, send it using your SJO Outlook account to COVID-CA-SJO-ECCnavigator@stjoe.org.

c ) Call the medical staff office at SJO at 714-771-8056 and advise them that you are completing the questionnaire and are contacting the ECC Covid-19 Clinic Navigator to complete initial screening.

d ) Schedule your appointment with the ECC Covid-19 Clinic Navigator and attend your appointment at the scheduled time. Immediately begin taking your temperature and record it on the Caregiver/Provider Temperature log form.

e ) Bring a copy of the Caregiver/Provider Temperature log form to your appointment with the ECC Covid-19 Clinic Navigator. Remaining instructions will be given at your appointment.

**Q2:** I got a packet at the checkpoint and I lost it or I forgot to get one at checkpoint, either way. How do I get another packet?

**A2:** Go to the SJO Sharepoint website <https://providence4.sharepoint.com/sites/Stjosephorange covid-19communicationsite> and download the packet.

**Q3:** What are the guidelines around fever and self-monitoring that you want us to follow?

**A3:** A fever is considered a temperature greater than or equal to 100 degrees Fahrenheit. No matter what, we would like you not to return to work until you have a normal temperature for 3 days straight (72 hours) without taking any fever reducing medications such as Tylenol or NSAIDs AND at least seven days have passed since the symptoms first appeared – **whichever is greater**.

**Q4:** What are the guidelines around other symptoms?

**A4:** The other symptoms most commonly associated with Covid-19 illness include: fever, cough, sore throat, shortness of breath, acute loss of taste and smell. Again, ideally it is important to go at least 72 hours symptom free before returning to work. There are many other symptoms that are associated with viral illnesses and if you have any of them, they will be reviewed and evaluated in relation to Covid-19 by the ECC Covid-19 Clinic Navigator in your initial screening appointment and follow up.

**Q5:** What if my evaluation with the ECC Covid-19 Clinic Navigator reveals that I do not have a Covid-19 illness?

**A5:** For SJO Caregivers please follow the RTW guidelines provided by the ECC Covid-19 Clinic Navigator and additional information can be found on the HR Service Portal. If you are asked to stay at home for more than one week, please contact Sedgwick. For SJO Providers, please follow the RTW guidelines provided by the ECC Covid-19 Clinic Navigator. If you are asked to stay at home for more than one week, please contact your department chain of command and the SJO Medical Staff Office when you are cleared to RTW.

**Q6:** What can I expect when I speak with the ECC Covid-19 Clinic navigator and they tell me to come in?

**A6:** The ECC navigator will schedule an appointment for you to come to the designated screening area. The ECC navigator will ask you to complete the Emergency Care Center (ECC) Covid-19 Screening Self-Assessment Questionnaire prior to your scheduled appoint. Once you have completed the questionnaire, you take a picture of the questionnaire and email to [COVID-CA-SJO-ECCNavigator@stjoe.org](mailto:COVID-CA-SJO-ECCNavigator@stjoe.org) or text the picture to 714-949-4744. The ECC Navigator will review it and discuss with you.

**Q7:** Where is the screening site located?

**A7:** Employee/Provider will be instructed to come to ECC South Lobby entrance and will be shown which door to enter at right of the ECC South Lobby Entrance. There will be a yellow sign stating “ECC Navigator” on the outside of the door. Reminder: do not go into the main ECC and we do not take walk-ins. It is by appointment only.

**Q8:** What will happen at my screening visit?

**A8:** One of two things will happen at your ECC Covid-19 screening visit:

EITHER

1 ) You will be given additional education and allowed to complete the return to work clearance process immediately if you are found to be asymptomatic or if you have symptoms such as fever less than 100 degrees F/Cough/SOB/Sore Throat associated with seasonal conditions or otherwise explained by current assessment.

OR

2 ) You will be swabbed and both a rapid flu and Covid-19 test will be ordered. The ECC Covid-19 Clinic Navigator will discharge you home with self-quarantine instructions and you will continue to track and document using the on-line temperature log form. You will take your temperature twice a day (12 hours a part) and record your temperature on the online temperature log form. You will do this for up to 7 days or until symptoms resolve and you have had your follow up visit with the ECC Covid-19 Clinic Navigator.

**Q9:** When will I hear back about the results of my test?

**A9:** Test results are typically taking approximately 2 to 8 days to get back. Once the ECC Covid-19 Clinic Navigator gets your results back, they will immediately contact you with the results and next steps which will include a follow up visit.

**Q10:** What happens if my results are NEGATIVE?

**A10:** If results are negative you will obtain a Return to Work (RTW) release at the follow up visit that the ECC Covid-19 Clinic Navigator will schedule with you. In order to RTW, caregiver staff members will do the following steps: Present the RTW release to Caregiver Health, Caregiver Health Services will conduct the clearance process and provide you with a RTW Clearance form, you will notify your manager, then at your first shift back you will provide your manager with a copy of the RTW Clearance form. In order to RTW, providers will do the following steps: present the RTW release form to the Medical Staff office.

**Q11:** What happens if my results are POSITIVE?

**A11:** If results are positive, caregiver staff members will follow up with Caregiver Health Services and their Department Manager for Covid-19 clearance procedure which includes: a) self-quarantine until you have achieved 3 days with resolution of fever (without taking anti-pyretics) and improvement in other symptoms and at least 7 days have passed since symptoms first appeared and continue self-monitoring for symptoms for at least 14 days after symptoms first began (whichever is longer). Additional instructions will be provided at your RTW clearance process, however you are encouraged to also wear a mask while on duty. If you are going to have extended leave of absence, you should immediately contact Sedgwick at (855) 252-4898. Provider staff members will need to follow the same guidelines concerning symptom management and notify the Medical Staff office who will provide any additional clearance testing procedures.

**Q12:** What if I have been cleared to RTW and my symptoms return?

**A12:** You will begin the evaluation process over again. Please stay safe (practice social distancing at all times) and adopt healthy habits (adequate rest, nutrition, etc.) We need you healthy to care for thy dear neighbor when they are not healthy.

## Other Resources

Please remember these resources are being updated regularly. Here are the ones in place in alignment and vetted to coordinate with this version of the SJO Employee and Provider Covid-19 Screening, Testing and Return To Work Process:

SJO Sharepoint website

<https://providence4.sharepoint.com/sites/Stjosephorange-covid-19communicationsite>

Exposure guidance from the Center for Disease Control (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

Orange County Public Health Self-Quarantine Guidance

[https://occovid19.ochealthinfo.com/sites/virus/files/2020-03/COVID-19\\_Self-Quarantine\\_Guidance.pdf](https://occovid19.ochealthinfo.com/sites/virus/files/2020-03/COVID-19_Self-Quarantine_Guidance.pdf)