



Sample Instructions for Personnel Daily Symptom Monitoring

The following directions assume that the appropriate standard and coronavirus (COVID-19) recommended handwashing, cleaning, disinfecting, and personal distancing measures are being used.

Exposure: Close contact, and both the employee AND the person were not wearing a face mask.

Close contact: Less than 6 feet apart

Tool #5: COVID-19 Symptom Monitoring Log

The log is completed by all personnel two times per day (12 hours apart). Personnel use the results of self-monitoring to know if/when they can come to work.

Personnel will report the results of self-screening upon checking in to work their shift.

1. **If date of exposure remains blank** (no known exposure – see definition above):
 - a. Asymptomatic personnel may continue to work with face mask.
 - b. Personnel continue to wear personal protective equipment (PPE) indicated by the COVID-19 status of the unit/person receiving support.
 - c. Personnel with respiratory symptoms of a known cause (COPD, asthma, chronic sinusitis), and no fever, may continue to work wearing a face mask and using PPE as indicated by the status of the units/persons/sites receiving support.
 - d. Personnel who develop fever and/or respiratory symptoms of unknown origin need to go home or stay home until they are symptom free for 24 hours.
- If a COVID-19 diagnosis is made by a health care professional, follow their directions for when it is safe to return to work. At least three days (72 hours) have passed **since recovery** defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- at least seven days have passed **since symptoms first appeared**.
2. **If a date of exposure becomes known, begin a new 14-day Monitoring Log**
 - a. Asymptomatic personnel may continue to work wearing face mask and using PPE as indicated by the status of the unit/person receiving support.
 - b. If personnel become symptomatic,
 - i. they must go and/or stay home for a minimum of 14 days **and**

- ii. at least 72 hours without a fever (while taking no fever reducing medication), **and**
 - iii. 72 hours with stable respiratory symptoms.
 - iv. The 72 hours may be included in the 14 days. If at the end of 14 days, the personnel are still symptomatic the 72 hours are in addition to the 14 days.
- If a COVID-19 diagnosis is made by a health care professional, follow their directions for when it is safe to return to work. At least three days (72 hours) have passed **since recovery** defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - at least seven days have passed **since symptoms first appeared**.