Guidance for Patient Exposure to COVID-19 by Positive Healthcare Provider and Patient Notification Process

In order to protect our patients who may have been exposed to a positive confirmed COVID-19 healthcare worker, we have developed the following criteria and attached flowchart for notification.

Healthcare Provider (HCP) tested positive for COVID-19:

- HCP contacts local Employee Health representatives and Supervisor.
- Employee Health or Supervisor contacts Infection Prevention (IP).
- IP completes epidemiologic investigation, notifies leadership and determines the need to contact those patients exposed to HCP in conjunction with local and/or state health departments.
- Notification of Patients: If the local and/or state health department advises notification of patients is required, proceed with notifying those patients impacted as defined in the attached flowchart.
  - Methods of notifying patients may include: sending a letter utilizing the template and/or following an individual call approach utilizing the template letter as script.
    - Risk Managers will be available to provide CORE guidance as requested.

- Tracking Patient Notifications:
  - All notifications of patients, either through individual calls and/or letters, are to be recorded on an exposure log with access limited to only those who require access to the information for purposes of carrying out their job duties. Such access should include the Director of Claims and Litigation for purposes of professional liability insurance coverage notification.

When patient is an inpatient at the time of notification:

The attending physician will disclose directly to the patient and/or family representative. Information points from the template letter can be utilized as a guide. The conversation needs to be documented in the patient’s chart. Risk Management will be available to provide CORE guidance if requested.

Please Note:

There are many ways and opportunities for AMITA to become aware of a healthcare worker’s illness and that they may have exposed our patients to COVID-19. The flowchart identifies several instances that may occur, but certainly not all. If you become aware of a situation where you believe our patients may have become exposed to the virus, please contact your local Infection Prevention specialist.
COVID-19 Patient Exposure from a Healthcare Worker

Employee Health notified by Healthcare Provider (HCP) or manager that an employee has tested positive for COVID-19

Employee test results return a positive result

Infection Prevention (IP) is notified of an employee or consultant illness

Associate Health, IP, Healthcare Provider’s Supervisor or assigned resource gathers information (see Discovery Questions, pg 3)

Did HCP work with symptoms?

Yes

Infection Preventionist (IP) is contacted to perform a contact tracing and risk assessment. Labor pool to assist with contact tracing activities

IP completes epidemiologic investigation and determines the need for contact with those exposed based up on consultation with the local and/or state health department. IP will notify the department leader impacted by the exposure.

IP will contact Risk Management to discuss the exposure communication pathway

Leadership will determine who should notify the patients

Inform local senior leadership team, Risk Management, Quality Director of the exposure event

*If necessary, Risk will notify Command Center

No

Assigned resources will access the Log and call exposed persons. (Resources assigned by the Resource Pool and will have a clinical background.)

Does the situation need to be escalated to leadership?

Yes

No

Information regarding exposed persons is entered into the Patient Exposure Notification Log (Log). (IP to forward names to Melissa Wilson, melissa.wilson@amitahealth.org)

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*If necessary, Risk will notify Command Center

This process is intended for management of patient exposures to a COVID-19 positive Healthcare Provider. Associate exposure notifications are to be referred to Associate Health for handling.
Is person still in AMITA care?

Person was successfully contacted and situation explained by a clinician

Resource pool to contact attending physician; physician to disclose directly to patient. Risk Mgr will be available to provide CORE guidance as requested.

End Call will be made following day. Message left to contact AMITA (process repeated twice)

Person sent a letter to confirm conversation (use template).

Document phone call in the patient record in EMR

End

Discovery Questions
1. What date did first signs and symptoms begin?
2. Did HCP test positive for other infections?
3. What dates did the HCP work in the timeframe when having s/s?
4. Did the HCP care for patients?
5. What dates, care areas and with whom did the HCP have close contact (within 6ft while symptomatic)?
6. Was the HCP wearing appropriate PPE (i.e. facemask)