

## Employee Health Travel Guidance for Managers Effective Immediately

As the COVID situation has evolved and lessons concerning employee quarantine and restrictions have been learned, the procedure for travel quarantine, as with other guidance during this pandemic, needs to change. The goal has always been and will always be to keep patients and employees safe. As more employees are actually testing positive for COVID or being exposed outside the workplace, mandatory quarantine imposed by employee health needs to be reserved for those very high risk situations.

One aspect of safe patient care is providing the staff to do so, which travel quarantine may impact. Moving forward it will be up to individual department managers to assess the travel of their employees prior to their return to work. The following guidelines apply:

1. The return to work form for travel will be replaced by the new travel risk assessment.
2. It will be up to the individual manager to determine if the employee is a risk to patients and/or fellow employees to return.
3. The department manager will be accountable for ensuring their employee reduces exposure risk, especially if returning from a high risk area, by masking properly at all times and eating alone during their risk period.
4. Infection prevention/ employee health will continue to provide a weekly update with the biggest COVID hotspots based on CDC data, but the accountability for approving return will lie with the manager. The individual manager knows the needs of their department and the staffing required to provide safe patient care.
5. Employee health will provide the manager with a travel risk assessment tool (attached) which will help guide the manager in decision making.
6. If the employee becomes ill during their 14-day risk period, it is up to the manager to ensure the employee is not allowed to work and employee health is notified for follow up.
7. To be clear, at this time, positive employees or exposed employees will not be allowed to return unless cleared by employee health, not the manager's discretion.

Thank you all for helping keep employees and patients safe during this ever-changing pandemic.

Find CDC U.S. travel data here: <https://www.cdc.gov/covid-data-tracker/index.html#county-map>



## Employee Health Travel Update 8/6/20

The counties included below do not represent all areas of concern throughout the United States. The counties below are included because they have large numbers of cases, are a large percentage of a state’s cases, or have high case numbers per 100,000 population (based on the most recent CDC data).

For example:

Surry County, NC	877 cases	0.7% of NC’s cases	1,222 cases per 100,000 population
Charleston, SC-	11,797 cases	12.6% of SC’s cases	2,867 cases per 100,000 population
Los Angeles, CA-	195,614 cases	37.2% of CA’s cases	1,949 cases per 100,000 population

### **Areas of travel that are most concerning (by county):**

Los Angeles, California	Queens, New York	Charleston, South Carolina
Miami-Dade, Florida	King, Washington	Palm Beach, Florida
Maricopa, Arizona	San Diego, California	Hillsborough, Florida
Cook, Illinois	Broward, Florida	New York, New York
Harris, Texas	Dallas, Texas	Orange, Florida
Philadelphia, Pennsylvania	Middlesex, Massachusetts	Prince George’s, Maryland
Shelby, Tennessee	Mecklenburg, North Carolina	Salt Lake, Utah
Davidson, Tennessee	Fulton, Georgia	Gwinnett, Georgia
Fairfield, Connecticut	Franklin, Ohio	Fairfax County, Virginia
St. Louis County, Missouri	New Haven, Connecticut	Denver, Colorado
Tulsa, Oklahoma	Minnehaha, South Dakota	Jackson, Florida
Trousdale, Tennessee	Tift, Georgia	Washoe, Nevada

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### Travel Risk Assessment Tool

<b>Date Initiated:</b>	<b>Staff Name</b>
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<b>Name of Travel Destination:</b>	<b>Dates Traveled:</b>
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**Name the name of the counties where you stayed or had a layover on the way to or from your destination:**

**Please select all statements that are applicable to your trip and turn into your manager prior to returning to work.**

**Specific Action(s):**

**DESTINATION**

Travel in a high-risk county (as defined by CDC: <https://www.cdc.gov/covid-data-tracker/index.html#county-map> )

**MODE OF TRAVEL**

I drove to my destination without any trip stops

I drove to my destination with stops in the areas above (please indicate county were trip stops occurred)

I flew on a plane                      If so:     My flight didn't mask or separate us

**GROUP ACTIVITY**

Group Gathering of less than 10

Group gathering of 10-49

Group gathering of more than 50

**TRIP LENGTH**

Trip 4 days or under

Trip 5-9 days in duration

Trip over 9 days

**MASKING**

I was masked 100% of the time when I was out

I was masked most of the time I was out (Example: Took off at restaurants only)

I was unmasked when out

**SOCIAL DISTANCING**

I was socially distanced 6ft at all times

I was socially distanced most times, but not all the time

I wasn't socially distanced

**TRAVEL ENVIRONMENT**

My trip destination was in a home or a secluded outdoor trip (like camping)

We went out a few times during the trip (like to restaurants)

We had trip that involved contact with a lot of people (like Disney, a dance club, or a crowded beach)

**OTHER**

Exposure to a known COVID positive person during the trip (Please indicate date of exposure \_\_\_\_\_)

Any fever or symptoms (Shortness of breath, cough, sore throat, nausea, vomiting, diarrhea, Loss of taste or smell, congestion, fatigue, headache)

<b>Signature of Reviewer</b>	<b>Title</b>	<b>Date</b>
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**COVID TRAVEL RISK SCORING CALCULATOR**

	SCORE
Travel in a high-risk county	3
<b>MODE OF TRAVEL</b>	
Driving to destination without any trip stops	0
Car stop in high risk area	2
Plane Travel	2
Flying in a plane that doesn't mask or separate	3
<b>GROUP ACTIVITY</b>	
<input type="checkbox"/> Group Gathering of less than 10	1
<input type="checkbox"/> Group gathering of 10-49	2
<input type="checkbox"/> Group gathering of more than 50	3
<b>TRIP LENGTH</b>	
<input type="checkbox"/> Trip 4 days or under	1
<input type="checkbox"/> Trip 5-9 days in duration	2
<input type="checkbox"/> Trip over 9 days	3
<b>MASKING</b>	
<input type="checkbox"/> I was masked 100% of the time when I was out	1
<input type="checkbox"/> I was masked most of the time I was out (Example: Took off at restaurants only)	2
<input type="checkbox"/> I was unmasked when out	3
<b>SOCIAL DISTANCING</b>	
<input type="checkbox"/> I was socially distanced 6ft at all times	0
<input type="checkbox"/> I was socially distanced most times, but not all the time	2
<input type="checkbox"/> I wasn't socially distanced	3
<b>TRAVEL ENVIRONMENT</b>	
<input type="checkbox"/> My trip destination was in a home or a secluded outdoor trip (like camping)	0
<input type="checkbox"/> We went out a few times during the trip (like to restaurants)	2
<input type="checkbox"/> We had trip that involved contact with a lot of people (like Disney, a dance club, or a crowded beach)	3
<b>OTHER: <u>Must Be Cleared by Employee Health</u></b>	
Exposure to a known COVID positive person during the trip	
Any fever or symptoms (Shortness of breath, cough, sore throat, nausea, vomiting, diarrhea, Loss of taste or smell, congestion, fatigue, headache)	

Score	Risk	Action
0-10	LOW	<i>No additional action required</i>
11-15	MEDIUM	<i>Active monitoring (temps and symptom reports to manager twice daily)</i>
16 or higher	HIGH	<i>Consider quarantine</i>

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