

Updated March 21, 2020

To: All caregivers (posted on intranet)

Guidelines on what to do if you think you have COVID-19 symptoms or exposure

Keeping our caregivers informed about the novel coronavirus disease (COVID-19) is essential. Below are guidelines to help you know what to do if you think you have COVID-19 symptoms or have been exposed to someone with COVID-19 but do not have symptoms.

Remember, there is a difference between having symptoms of COVID-19, and being exposed. Review the process for each.

The process if you have SYMPTOMS:

COVID-19 can be a serious illness. Please take the following steps:

- **I think I may have symptoms of COVID-19. Who should I contact?**

COVID-19 can be a serious illness. Please take the following steps:

1. If you have a fever, cough, shortness of breath or are otherwise concerned you have COVID-19, do not return to work. You need to be screened by a clinician.
2. To be screened, call the Cleveland Clinic COVID-19 Hotline at 216.445.8246.

- **How do I get tested for COVID-19?**

1. If you are concerned you have COVID-19, call the Cleveland Clinic COVID-19 Hotline at 216.445.8246
2. If you meet the criteria, you will be advised as to how to proceed with testing. Testing is limited to those with a physician order for testing.

The process if you believe you were EXPOSED (but do not have symptoms):

- **If you traveled outside the U.S. and may have been exposed:**

Your health and safety is our top priority. If you have returned home from a [Level 3 Travel Health Notice Country](#), you may have been exposed to COVID-19. Please call the Cleveland Clinic COVID-19 Hotline at 216.445.8246 for instructions on next steps.

- **If you recently traveled within the U.S.:**

If you traveled within the United States, you should monitor yourself for signs of fever, chills, and/or cough. If you develop any symptoms, please let your manager know immediately and contact the Cleveland Clinic COVID-19 Hotline at 216.445.8246 for further instruction.

- **If someone in your household has been diagnosed with COVID-19:**

If someone in your household has been diagnosed with COVID-19, you must call the Cleveland Clinic COVID-19 Hotline at 216.445.8246 for further instruction before reporting to work.

- **If you were exposed to a patient with COVID-19 at work:**

First, we need to clarify the definition of exposure. Exposure occurs when you have had close (6 feet or less) contact with a person with COVID-19, *and* you were not wearing appropriate personal protective equipment (PPE). If you cared for a patient with COVID-19, and you were wearing appropriate PPE, you did not have an exposure.

- **If you were exposed at work, speak with your manager immediately.** Your manager will communicate with Occupational Health and Infection Prevention. Occupational Health will then contact you.

Important to know:

Caregivers who use indicated personal protective equipment (PPE) while working with a COVID-19 patient are not exposed.

Returning to work after exposure, but without symptoms

The Centers for Disease Control and Prevention [released new guidelines](#) on healthcare worker exposure to the novel coronavirus disease (COVID-19). Caregivers who were exposed to COVID-19 without wearing personal protective equipment (PPE) may continue to work if they do not have symptoms. They will be required to wear a mask as a precaution and our Occupational Health team will check in with them twice each day to monitor for any symptoms. Occupational Health coordinates return-to-work dates for anyone who has symptoms and is not cleared to return to work.

For more information, view [FAQ-Exposed Caregivers](#)

Following these guidelines will help us be prepared to serve our patients during this uncertain time.

Thank you for your compliance and understanding.