PREVENTING
Summary of Changes (10/2021)

% Clarified recommendations about testing. (pages 5, 14, and 15)
% Updated resources page to include links to OSHA guidance on the National Emphasis Program. (page 19)
% Numerous updates throughout to simplify language.

Summary of Changes (09/2021)

% Standard epidemiologic terms and protocol consolidated and moved to front of document.
% Quarantine and isolation timelines reformatted.
% Information on booster doses, as it applies to definitions of full vaccination, is included.

Summary of Changes (05/2021)

% Guidance on COVID-19 testing of fully vaccinated workers has been updated (page 10).
% Quarantine guidance has been updated to include quarantine after vaccination (pages 14-15).

% The audience for this guidance has been clarified and links provided to separate guidance for health care and educational settings (page 1).
% Quarantine guidance has been updated to include new shortened quarantine period options released by CDC and endorsed by DHS. A shortened quarantine of 7 or 10 days is permissible if certain criteria are met. A 14-day quarantine remains the recommended option and use of abbreviated quarantine is at the discretion of local and tribal health departments (page 9).
% Serial testing is no longer a recommended strategy for non-health care settings (page 12).
% Information on the use and reliability of antigen tests has been included along with links to relevant testing guidance from CDC (page 11)
Introduction

When a worker tests positive for COVID-19, there are important questions you will need to address:

1. How do we keep workers and customers safe while ensuring continued business operation?
2. What are the first action items when a worker tests positive for COVID-19?
3. What can you expect when working with the LTHD during an investigation?
4. How should COVID-19 testing be utilized in the workplace?
5. When can a worker return?

The guidance in this document answers these questions and includes resources to keep you informed and prepare you for working with the LTHD. This guidance also offers resources from the Wisconsin Economic Development Corporation (WEDC) and the Wisconsin State Laboratory of Hygiene (WisCon) to maximize safety in the workplace. Although working with the LTHD is required in state statutes, this document focuses on best practices and a collaborative approach with public health that is needed to stop the spread of COVID-19.
### Workplace Outbreak Checklist

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encourage employees to get vaccinated against COVID-19.</td>
<td>See “Encourage employee vaccination,” page 3.</td>
</tr>
<tr>
<td>Make a COVID-19 plan.</td>
<td>See “Make a COVID-19 plan for the workplace”, page 3; fill out Appendix A; <a href="#">contact WisCon</a></td>
</tr>
<tr>
<td>Identify local and tribal health department (LTHD) contacts.</td>
<td>See “First steps when a worker tests positive for COVID-19,” page 6, #4.</td>
</tr>
<tr>
<td>Get a free workplace risk assessment.</td>
<td>See “Workplace risk assessment,” page 4; <a href="#">contact WisCon</a></td>
</tr>
<tr>
<td>Start a worker and customer COVID-19 screening program.</td>
<td>See “Worker screening,” page 5; see Appendix B.</td>
</tr>
</tbody>
</table>

#### When a worker tests positive for COVID-19

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take first steps to reduce COVID-19 spread in the facility.</td>
<td>See “First steps when a worker tests positive for COVID-19,” page 6, #1-5; see Appendix A and Appendix C.</td>
</tr>
</tbody>
</table>

#### During the outbreak investigation

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and report information to the LTHD regarding the facility and affected workers.</td>
<td>See “Working with the local and tribal health department,” page 8; see Appendix A and Appendix C.</td>
</tr>
<tr>
<td>Understand how contact tracing, isolation and quarantine work.</td>
<td>See “Working with the local and tribal health department,” page 8</td>
</tr>
<tr>
<td>Understand testing procedures and review testing strategies with the LTHD if needed.</td>
<td>See “COVID-19 testing,” page 10</td>
</tr>
<tr>
<td>Arrange for a facility risk assessment.</td>
<td>See “Workplace risk assessment,” page 4; <a href="#">contact WisCon</a></td>
</tr>
<tr>
<td>Understand when workers can return after isolation or quarantine.</td>
<td>See “When can workers return?,” page 13</td>
</tr>
</tbody>
</table>

#### When the outbreak investigation ends

<table>
<thead>
<tr>
<th>Steps</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review closeout letter and any risk assessment guidance provided.</td>
<td></td>
</tr>
</tbody>
</table>
Encourage employee vaccination

COVID-19 vaccines are safe, effective, free, and widely available. As part of the Path Out of the Pandemic COVID-19 Action Plan, private sector workplaces with at least 100 employees will need to be vaccinated or tested weekly for COVID-19. However, this mandate does not go into effect until OSHA writes an Emergency Temporary Standard (ETS) with more details. In the meantime:

• Encourage workers to get vaccinated.
• Provide paid time off for workers to get the vaccine and recover from any side effects.
• Host an onsite vaccination clinic for workers and their families.
• Implement COVID-19 testing programs in the workplace.

For more information on vaccines including how and where to get vaccinated, please visit DHS' vaccination website. WEDC's Vaccine Guidance for all Businesses offers additional guidance specific to workplace settings.

Make a COVID-19 plan for your business

• Make a COVID-19 plan for the workplace, with safety as the top priority. The Wisconsin State Laboratory of Hygiene's WisCon program has a helpful template and can answer questions about making the plan or conduct a free on-site assessment to recommend environmental controls. Complete the checklist in Appendix A.
  - Daily screening of workers, regular cleaning and disinfection of workspaces, personal protective equipment (PPE) and physical distancing.

• Draft the plan before you need it. If a worker tests positive for COVID-19, a plan is essential to moving your business forward and enabling proactive, rather than reactive, responses.

• Learn how the plan's basic steps work: contact tracing (see "What is contact tracing?, " page 8), isolation and quarantine (see "When can workers return?, " page 13).

• Consider reviewing and revising paid leave, paid time off (PTO) and other policies, as needed:
  ‒ Direct workers to stay home when they're ill or have been exposed.
  ‒ If the worker has exhausted paid sick time and PTO is not an option, offer unpaid time off or create a policy to offer PTO specifically for COVID-19.

• Consider suspending no-fault attendance policies. Let workers know that they won't be terminated if they have to isolate or quarantine for themselves or care for an isolated or quarantined family member.
Workplace risk assessment

A risk assessment is key to stopping COVID-19 in workplaces. "How well is a workplace prepared to keep workers and visitors safe from COVID-19?" is the most critical question to consider. This question can be answered by a workplace risk assessment from experienced public health professionals. After a risk assessment, you will understand what needs to be done in the workplace to stop COVID-19.

Free professional help is available.

Worker training

Workers should be trained on best practices to keep themselves, their families and those around them safe and healthy. When selecting or organizing a training program, it is important to consider all literacy and education levels and native languages in the workforce. These trainings can come in the form of webinars, prerecorded videos or in-person training. Providing a safe space, the necessary resources and paid time for the training will be essential elements for full worker participation and engagement. Handing out a pamphlet with guidance is unlikely to be seen as sufficient in case of an OSHA investigation.

Aside from health and safety guidance, training should also reflect changes to policies and procedures, such as paid sick leave, job protection and shift changes. Routine refresher trainings should be provided.

DHS and OSHA guidance on how to protect your workplace and what information to include in trainings can be found on OSHA webpages.
Worker screening

Screening workers for COVID-19 symptoms when entering the workplace is recommended, particularly in facilities with many workers who are in close contact. Screening will not be completely effective, because some workers who are infected may have no symptoms, or may have mild symptoms and pass through screening anyway. Screening and health checks are not a replacement for other protective measures, such as getting vaccinated, practicing physical distancing and wearing masks.

A simple screening tool is provided in Appendix B.

Whether or not you perform screening, workers should be asked to self-screen before work and required to stay home if any of the following are true:

• They are experiencing any symptoms of COVID-19, regardless of vaccination status.
• They are unvaccinated and waiting for the results of an exposure related COVID-19 test (not precautionary testing for example, before surgery or visiting family).
• They have been diagnosed with COVID-19 and have not completed their isolation.
• They are unvaccinated and have been directed by the LTHD or health care providers to stay home (quarantine) because they had close contact with someone with COVID-19.
The LTHD will work with you to stop the spread of COVID-19 as quickly as possible and return workers safely. Here are steps to take as soon as possible:

1. Close off areas used by the person who has COVID-19. If the person with COVID-19 is at work, they should be moved to a location away from others, provided with a face mask or cloth face covering if they do not have one, and sent home. They will need to know about your policies including leave, job protection, and health care options.

2. Clean and disinfect the workspace according to CDC recommendations.

3. Open doors and windows to increase air circulation in the area as feasible.

First steps when a worker tests positive for COVID-19

4. Call your local and tribal health department (LTHD). If a worker has tested positive for COVID-19 (as self-reported by the worker, or in a test arranged by the employer), you must follow state law to report cases to the LTHD, even if the worker does not have symptoms. Maps of LTHDs and local tribal health centers with contact information are located on the DHS website.

5. Start collecting information to share with the LTHD. One way to collect this information is the spreadsheet (public health workers call this a “line list”) in Appendix C. Collect information about the worker’s contacts among coworkers for the period starting two days before the worker’s symptoms first appeared (or before the worker tested positive for COVID-19) to identify other workers who could be considered exposed. If you have a COVID-19 plan or have filled out the questionnaire in Appendix A, sharing these materials with the LTHD will allow them to respond more efficiently.

CDC recommendations:
Open doors and windows to increase air circulation in the area as feasible.
If a worker is confirmed to be infected with COVID-19, inform fellow workers who were in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. More information on how to proceed is available in the Centers for Disease Control and Prevention (CDC) Public Health Recommendations for Community-Related Exposure.

The LTHD can help launch a best practices communication plan for your company. If needed, this can be used to provide general information to the public about how the LTHD and the facility are working together to keep the community safe.

Report any work-related COVID-19 cases in the OSHA 300 log (see Appendix D for more details). For this log, the employer determines which illnesses are work-related, according to OSHA’s criteria.
When to call the LTHD

Upon learning that a worker has tested positive for COVID-19, immediately report this information to the LTHD for contact tracing, in accordance with state law.

When a worker tests positive for COVID-19, LTHD staff will interview the worker to identify close contacts through contact tracing. The goal is to stop the spread of COVID-19 at the workplace and in the community.

Contact information for local and tribal health departments is located on the DHS website.

What is contact tracing?

Contact tracing is used by LTHDs to prevent the spread of infectious disease. Contact tracing involves identifying people who have an infectious disease (cases) and people who may have been exposed (close contacts). Steps involved in contact tracing include:

• Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they were infectious.
• Notifying contacts of their potential exposure.
• Referring contacts for testing.
• Monitoring contacts for signs and symptoms of COVID-19.

Isolating the person who tested positive and quarantining close contacts who are not vaccinated.

A close contact is anyone who was

starting from two days before the sick person's symptoms started.

If the infected person has no symptoms, this period of time begins two days before their positive test.

A person is also considered a close contact if either of the following happened while spent any amount of time with a person diagnosed with COVID-19:

‰ Direct physical contact with the person, including but not limited to a hug or a handshake.
‰ Contact with the infected person's respiratory secretions, including but not limited to exposure to cough or sneeze droplets; contact with a used tissue; or sharing a drinking glass, towels or other personal items.

Who is a close contact?

• Isolating the person who tested positive
• Quarantining close contacts who are not vaccinated.

Working with the local and tribal health department

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‰ Contact with the infected person's respiratory secretions, including but not limited to exposure to cough or sneeze droplets; contact with a used tissue; or sharing a drinking glass, towels or other personal items.
An outbreak is defined as two or more workplace-related COVID-19 cases, generally with symptoms beginning (or in some cases, with a positive test result) within 14 days of each other.

An outbreak investigation is a systematic approach used by LTHDs to determine how COVID-19 is spreading and helps to inform recommended actions for workplace safety. The LTHD will determine whether the situation meets the criteria for an outbreak. If the LTHD determines that positive cases constitute an outbreak, an outbreak investigation will be conducted.

An outbreak investigation has two key components:

- Case investigation, conducted by the LTHD to determine how COVID-19 is spreading
- Risk assessment, to help ensure a workplace is well positioned to keep workers and visitors safe from COVID-19. A risk assessment may be conducted by the LTHD or in conjunction with WisCon (see Is the workplace safe?, page 3).

The goal is always to stop the COVID-19 spread as quickly as possible.
When should workers get tested?

Workers with COVID-19 symptoms:

Workers who are close contacts of reported cases:

________________________________________

________________________________________

________________________________________

________________________________________
Types of COVID-19 tests

Diagnostic tests are tests that can tell whether a person has an active COVID-19 infection.

There are the two kinds of diagnostic tests used to detect COVID-19:

- **PCR (molecular) testing**: PCR testing searches for genetic material of the virus in samples taken from the individual. These samples are collected generally using a nasal swab, oral swab, or saliva collection tube. Results may be available within the same day or could be delayed as long as a week, depending on the lab.

- **Antigen testing**: Similar to PCR tests, a health care worker collects a nasal swab or saliva sample. This test, however, searches for larger proteins associated with the virus. Although antigen tests are less expensive and provide quick results, they are less accurate than PCR tests and may require a follow-up test to confirm the result. If using antigen tests, please contact your LTHD or occupational medicine provider for retesting instructions.

A third type of test is antibody (serology) testing:

Antibody testing involves analyzing a person’s blood to determine if that person has ever been infected with the virus that causes COVID-19. **Antibody testing cannot be used to diagnose a COVID-19 infection, to determine if a worker is immune to COVID-19, or to justify return to work after isolation or quarantine.** (See CDC Recommendations and “When can workers return?,” page 13).
Testing approaches during outbreak investigations

Businesses should work closely with their LTHD to determine which testing approach is most appropriate for your specific situation.

Tier 1: testing close contacts

Tier 2: testing all workers in a unit or section

Taking action following testing

Workers who are close contacts continue to quarantine pending a test result. A 14-day quarantine is the most protective option for anyone exposed to COVID-19. For more information on close contacts for vaccinated and unvaccinated workers, see "Who is a close contact?" on page 8.
Isolation guidelines

• Workers with COVID-19 who have symptoms and are directed to care for themselves at home (isolate) may return to work after all of the following criteria are met:
  - At least 10 days have passed since symptoms first appeared
  - At least 24 hours have passed without a fever (without using fever-reducing medications, like Tylenol)
  - Symptoms have improved

• Workers who test positive for COVID-19 who do not have symptoms (asymptomatic), never develop symptoms, and are directed to care for themselves at home (isolate) may return to work after 10 days have passed since the first positive viral (PCR or antigen) test.
Quarantine guidelines

% For unvaccinated close contacts of COVID-19 cases, there are several options to consider. Work with your local LTHD to determine the best course of action.

A **14 day** quarantine remains the safest option for workers who have been exposed to COVID-19 but aren’t showing symptoms (close contacts).

% Some LTHDs may allow shorter quarantine periods. If instructed by your LTHD, workers with no symptoms may apply one of the following quarantine schedules: A **10 day** quarantine as long as the close contact continues to monitor their symptoms for the full 14 days. A **7 day** quarantine provided that the close contact receives a negative PCR or antigen test result from a sample collected on or after day 6.

% Regardless of quarantine time, all close contacts are expected to monitor for symptoms for a full 14 days as well as following other COVID-19 safety guidelines such as mask wearing and social distancing.

% For vaccinated close contacts of COVID-19 cases, there is no need to quarantine as long as they meet ALL of the following criteria:

- Their exposure to someone with COVID-19 happened at least two weeks after receiving the last dose of their vaccine series; and
- They have not had any symptoms of COVID-19 since their last close contact.

They should continue to monitor symptoms and wear a mask for 14 days after their last close contact or until they receive a negative test result. Fully vaccinated close contacts should not be tested until 5-7 days after exposure. If they develop any symptoms of COVID-19 or test positive, they should isolate from others, contact their health care provider, and get tested.

% If an individual develops symptoms or tests positive during quarantine, on that day they move into isolation.

And CDC for further details).

% Do not require a return-to-work or notice of quarantine or isolation letter from a worker. DHS may be able to send the worker a notification of quarantine or isolation, but return-to-work dates are not specified, as these are determined by the LTHD.

% In addition to exclusion from work, remind workers asked to quarantine or isolate to follow other state, local and tribal public health guidelines while at home.

**After release from isolation or quarantine**

At this time, the CDC does not recommend retesting of persons who test positive for COVID-19 for three months after their positive test (for details, visit “Ending Isolation and Precautions for Adults with COVID-19”). If a worker released from isolation begins to show symptoms of COVID-19, they should isolate and see a health care provider before retesting.
Barb, Komi and Collin are notified that they are close contacts with a coworker who tested positive for COVID-19. Only Barb is vaccinated. Komi gets tested on day 5 and receives a negative test result on day 6. Komi can return to work after day 7.* This may be reduced to 10 days if approved by the LTHD. Collin does not get tested. Collin must continue to quarantine and can return to work after 14 days*. Komi and Collin begin quarantine because they are not vaccinated.

Please refer to the following diagram to determine the length of time that close contacts must remain in quarantine before returning to work. Written descriptions are provided in the section above, Isolation and Quarantine.

Barb does not need to quarantine but should:
- Get tested 5-7 days after exposure
- Monitor for symptoms and wear a mask while indoors for 14 days.
Routine testing of some or all workers could help to identify outbreaks before they begin so that early containment is more likely. You may carry out this type of screening testing, but it should be planned with the advice of the LTHD. DHS does not endorse one screening test strategy over another. The optimal frequency or testing coverage among workers may vary depending on available resources and the workplace setting. Any employer-led routine testing of asymptomatic workers for screening purposes should be combined with robust symptom monitoring for workers and access to testing (or referral) for workers who report symptoms of COVID-19 or who have been identified as a close contact of confirmed cases.

If two or more workers test positive for COVID-19 during a routine test screening, consult with the LTHD to determine if a change to the testing strategy is warranted.

COVID-19 is a medical condition, and diagnostic testing for COVID-19 that is coordinated by the employer must comply with the reporting and quality standards expected of a health care provider. Work closely with an occupational health provider (or another health care provider), as well as the laboratory performing the tests, to ensure that their testing program meets the following standards:

**Specimen collection**
- Test type: Use accurate and reliable testing supplies and laboratory processing, as specified by DHS and the U.S. Food and Drug Administration (FDA). Point-of-care antigen tests must be approved by the FDA for the diagnosis of COVID-19 infection. Antibody tests should not be used for diagnosing infection. See “COVID-19 testing” on page 10 for more details about different types of tests.
- Ensure that personnel are knowledgeable and trained in the most effective process and patient and personal safety precautions.

**PPE:** Ensure that all personnel have access to appropriate PPE and are utilizing safe testing practices.

**Worker education:** Offer effective and culturally and linguistically appropriate health education before and at the time of specimen collection, including isolation instructions for symptomatic workers.

**Test documentation:** Accurately document DHS-required data elements (see “Reporting worker test results to public health as an employer,” page 17).

**Lab processing**
- Lab turnaround time: Ensure timely lab turnaround time, ideally 48 hours from specimen collection to lab processing. See Reporting worker test results to public health as an employer, page 17.

Timely patient results reporting of both positive and negative results (24 hours from lab result) is critical.

- Be a comprehensive script with information for those who test positive. Providing effective and culturally and linguistically appropriate education and referrals to health care services, isolation resources and other supports (e.g., paid time off policies, income supports, etc.) for individuals who test positive will be essential. Promote awareness that their LTHD will be calling for contact tracing purposes and to provide further guidance. Alternatively, communicate that, even with a negative test result, the individual could still get infected later on or could be very early in the infection (within the incubation period). Include information about how to avoid infection.
Reporting worker test results to public health as an employer

Required data elements include:

• Worker demographics: name, date of birth, stated gender, race/ethnicity, preferred language
• Contact information: mobile phone number, secondary phone number, physical/mailing address
• Reason for testing: symptoms, public health investigation, other
• Hospitalization status
• Occupation
• Link (if any): outbreak investigation or community testing initiative
• Specimen type
Wisconsin Department of Health Services

WEDC has information to help protect your business or organization, customers, clients, and staff from COVID-19. A few simple communications, policies, and programs can encourage COVID-19 vaccination among your workforce and help keep employees—and your community—safe and healthy.

WEDC Vaccine Guidelines for Employers

The primary point of contact for questions regarding a COVID-19 outbreak at your business should be the local and tribal health department (LTHD). Contact information can be found through the following links:

- Local Public Health Departments
- Wisconsin Tribal Health Centers
- DHS COVID-19: Businesses, Employers, and Workers web page

Questions or concerns can also be sent to DHS via the following email addresses:

- DHSCOVIDOCCHEALTH@dhs.wisconsin.gov
- DHSCDESOutbreaks@dhs.wisconsin.gov

WisCon offers no-obligation, free consultations to assess and address workplace health and safety questions regarding COVID-19. These virtual or in-person consultations include helpful guidance and recommendations for keeping your business running safely during the pandemic. Contact WisCon using the link, email or phone number below.

COVID-19 Consulting Services

covidconsulting@slh.wisc.edu
608-226-5246

Wisconsin Department of Health Services

Wisconsin State Laboratory of Hygiene
UNIVERSITY OF WISCONSIN-MADISON
Wisconsin Department of Health Services

CDC's occupational health experts can address your workplace questions. When you make contact, let CDC-INFO know that your question is occupational. Contact information is listed below.

Technical Information and Assistance
1-800-CDC-INFO (1-800-232-4636)
Contact CDC-INFO
TTY 1-888-232-6348
Representatives are available in English and en Español
8 a.m.-8 p.m. EDT

Coronavirus Disease main information page

Guidance on Mitigating Preventing the Spread of COVID-19 in the Workplace

National Emphasis Program
OSHA’s COVID-19 National Emphasis Program (NEP) focuses on industries at high-risk of COVID-19 transmission. OSHA is using strategies such as inspections, outreach to employers, and compliance assistance. Follow the link above to find the current list of industries included in the NEP.
Appendix B  Symptom Screening Tool, F-02730

Appendix C  Worker Line List, F-02731

Appendix D  OSHA 300 Reporting

Appendix E  COVID-19 Patient Information, F-02700

Appendix F  14-day Fever and Symptom Tracker
Appendix A: Workplace Questionnaire, F-02729

Controls Checklist

Instructions: Select Yes/No from the dropdown for each cell applicable to your worksite after implementing the controls indicated. Areas that need to be addressed will be highlighted in red.

<table>
<thead>
<tr>
<th>Area</th>
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<th>No</th>
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<tbody>
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<td>Adhere to physical distancing</td>
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<td>Hand sanitizer and hand wash stations</td>
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<td>Visual or other reminders to maintain</td>
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<td>physical distancing, wear a cloth face</td>
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Appendix B: Symptom Screening Tool, F-02730

Worker COVID-19 symptoms screening

The information on this page contains worker health information and must be treated as confidential medical records.

Call 911 if any worker is experiencing trouble breathing, new confusion, persistent pain or pressure in the chest, inability to stay awake, bluish lips or face.

<table>
<thead>
<tr>
<th>Screener:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Employee name</th>
<th>Temperature (°F)</th>
<th>Cough</th>
<th>Shortness of breath or difficulty breathing</th>
<th>Fatigue or Tiredness</th>
<th>Muscle or body aches</th>
<th>New loss of taste or smell</th>
<th>Sore throat</th>
<th>Vomiting or diarrhea</th>
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<tr>
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## Appendix C: Worker Line List, F-02731

### Worker Line List

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Race (White)</th>
<th>Race (Black)</th>
<th>Race (American Indian/Alaska Native)</th>
<th>Race (Asian)</th>
<th>Race (Hispanic)</th>
<th>Relationship to Facility</th>
<th>Signs &amp; Symptoms</th>
<th>Diagnosis</th>
<th>Isolation/Quarantine</th>
<th>Notes</th>
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**Notes:** Please complete the following information:

City: State:

City: State:

Phone: Email:
Appendix D: OSHA 300 Reporting

OSHA 300 reporting is a separate process from reporting to the local or tribal health department (LTHD), and has different reporting requirements. If a confirmed case of COVID-19 is identified, the company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 log, as well as complete the OSHA form 301 (or equivalent) upon the occurrence of these injuries or illnesses.

OSHA has determined that COVID-19 should not be excluded from coverage of the rule (unlike the common cold or seasonal flu, which are excluded). Thus, OSHA considers COVID-19 an illness, but has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. If a worker simply comes to work with symptoms consistent with COVID-19 but does not have a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

For purposes of COVID-19, OSHA also requires employers to report any work-related illness that (1) results in a fatality, or (2) results in the inpatient hospitalization of one or more workers. Inpatient hospitalization is defined as a formal admission to the inpatient service of a hospital or clinic for care or treatment.

If a worker has a confirmed case of COVID-19, the company will consult with the LTHD as the company conducts an assessment of any workplace exposures to determine if the case meets OSHA criteria for work-relatedness. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an worker develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable. Determining where a worker became infected may be a challenging task. Note that OSHA’s rule for work-relatedness of COVID-19 illness may be different than those of state and national public health agencies.

The company’s assessment of work-relatedness will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if a worker has a confirmed case of COVID-19 that is considered work-related per OSHA criteria, the company will report the case to OSHA if it results in a fatality within 30 days or an inpatient hospitalization within 24 hours of the exposure incident.

More information can be found on OSHA’s recordkeeping webpage.
DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-02700 (Last Revised 07/22/2020)

WISCONSIN COVID-19 PATIENT INFORMATION

First Name __________________________ Last Name __________________________
Date of Birth __________________________ Gender □ M □ F □ Other □ Unknown
Race
☐ Hispanic/Latino ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American
☐ Not Hispanic/Latino ☐ Native Hawaiian/ Pacific Islander ☐ White ☐ Other
Preferred language __________________________
Street Address __________________________ City __________________________ State __________________________ Zip __________________________ County __________________________
Primary Phone (e.g., cellphone) __________________________ Secondary Phone __________________________ Email Address __________________________
Is Patient a health care worker? □ Yes □ No
Occupation __________________________

REASON FOR TESTING (Check all that apply)
☐ Symptoms of COVID-19 Onset date for earliest symptom: ________________ ☐ Asymptomatic
Has the patient had any of the following symptoms in the past 14 days?

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td></td>
<td></td>
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<tr>
<td>Cough (new onset or worsening of chronic cough)</td>
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<tr>
<td>Sore throat</td>
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<tr>
<td>Shortness of breath (dyspnea)</td>
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<td></td>
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<tr>
<td>Nausea</td>
<td></td>
<td></td>
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<tr>
<td>Abdominal pain</td>
<td></td>
<td></td>
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<tr>
<td>Chills</td>
<td></td>
<td></td>
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<tr>
<td>Headache</td>
<td></td>
<td></td>
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<tr>
<td>Muscle aches (myalgia)</td>
<td></td>
<td></td>
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<tr>
<td>Fatigue</td>
<td></td>
<td></td>
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<tr>
<td>Runny nose (rhinorrhea)</td>
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<tr>
<td>Vomiting</td>
<td></td>
<td></td>
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<tr>
<td>Diarrhea (more than 3 loose stools/day)</td>
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<td></td>
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<tr>
<td>Loss of smell?</td>
<td></td>
<td></td>
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<tr>
<td>Loss of taste?</td>
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<td>Other, specify</td>
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</table>

☐ Public Health Investigation (e.g., long-term care, workplace, corrections) – Enter Investigation Details Below
 ☐ Community Testing Site ☐ Hospitalized (inpatient) Admission Date: ________________ ICU: □ Yes □ No
☐ Pre-procedure or Preoperative Screening

RESIDENTIAL AND OCCUPATIONAL INFORMATION (Required for public health investigations)

Does the patient work in nursing home, long-term care facility, jail, shelter or other congregate living setting?
☐ Yes □ No If Yes, name and location of facility: __________________________

Does the patient live in nursing home, long-term care facility, jail, shelter or other congregate living setting?
☐ Yes □ No If Yes, name and location of facility: __________________________

If part of a workplace investigation, is the patient an Employee? □ Yes □ No
Contact of an employee? □ Yes □ No
What is the name of the workplace: __________________________ What section or unit: __________________________

ORDERING PROVIDER AND FACILITY

Collection Date: ________________ Specimen Type: □ Nasal swab □ NP □ OP □ Saliva □ other
Ordering Provider: __________________________ Phone: __________________________
Reporting Facility or Health Department __________________________
Investigation Name/ID (If applicable for public health investigation) __________________________

All patients with a pending molecular test must be reported to public health while laboratory results are pending, and reports must include the data fields on this form. Reporting this information via WEDSS is strongly encouraged. In lieu of WEDSS reporting, this form can be used to report to the patient’s local public health agency while results are pending. A list of local health agency contact information can be found on the Department of Health Services website.
# 14-day Fever and Symptom Tracker - COVID-19

<table>
<thead>
<tr>
<th>Name</th>
<th>Age (years)</th>
<th>Sex</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Your Telephone Number</th>
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<table>
<thead>
<tr>
<th>Local Health Department</th>
<th>Telephone Number – Daytime</th>
<th>Telephone Number – After hours</th>
</tr>
</thead>
<tbody>
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</table>

Put the **current date** in the space provided for the next 14 days. Take your temperature twice a day; **once in the morning (a.m.) and once in the evening (p.m.)**, circle Yes or No if you have fever or are feverish, then write your temperature in the space.

Circle Yes or No - If you have a cough, sore throat, or shortness of breath for each day.

**Do not leave any spaces blank.** If you have a fever or any symptom, immediately call your doctor.

<table>
<thead>
<tr>
<th>Date (month/day) (Days 1-14)</th>
<th>Feverish?</th>
<th>Temperature (a.m.) °C / °F</th>
<th>Temperature (p.m.) °C / °F</th>
<th>Cough Yes / No</th>
<th>Sore Throat Yes / No</th>
<th>Shortness of Breath Yes / No</th>
<th>Other Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
<td>Yes / No</td>
<td>Yes / No</td>
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<td>2</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
<td>Yes / No</td>
<td>Yes / No</td>
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<td>3</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
<td>Yes / No</td>
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<td>4</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
<td>Yes / No</td>
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<td>5</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
<td>Yes / No</td>
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<td>6</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
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<td>7</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
<td>Yes / No</td>
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<td>8</td>
<td>Yes / No</td>
<td>°C / °F</td>
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<td>9</td>
<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
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<td>Yes / No</td>
<td>°C / °F</td>
<td>°C / °F</td>
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<td>°C / °F</td>
<td>°C / °F</td>
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<td>Yes / No</td>
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<td>14</td>
<td>Yes / No</td>
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