UNIVERSITY OF WASHINGTON GUIDANCE FOR SYMPTOM MONITORING FOR COVID-19

April 30, 2020

The Washington Department of Labor & Industries (L&I) Division of Occupational Safety and Health (DOSH) Directive 1.70 requires that employers have a program to prevent sick employees from entering the workplace and when recognized, that ill employees are sent home. This guidance applies to faculty and other academic personnel, staff, students, contractors, visitors, volunteers and other personnel who present in-person at any University work site. UW Medicine personnel should follow established protocols for medical center employees.

University departments have the following responsibilities:

1. **Communicate** that personnel and visitors *must stay home* if they are sick or have symptoms consistent with COVID-19 infection, even if symptoms are mild. This includes cough, fever, shortness of breath, and other respiratory symptoms. Communicate that personnel who develop symptoms while at work, *must* leave the workplace.

2. **Ensure ill employees do not come to work on campus.** Supervisors *may not* allow ill employees to come to work or remain in the workplace.

3. **Display posters with this message** in your workplace and at building entrances. University Stay Healthy, Huskies messaging and graphics are online. Combine this with other communication channels commonly used in your department or unit.

In addition, the DOSH Directive 1.70 recommends health surveillance to identify early signs of infection, and separate workers who may present a risk to others prior to entering the workplace. Public health agencies also recommend that employers implement COVID-19 symptom screening, which can include symptom self-attestation. Symptom self-attestation involves an individual reviewing a list of symptoms and declaring the presence or absence of those symptoms. Units that implement other types of health surveillance methods should contact the EH&S Employee Health Center at emphlth@uw.edu.

The University is in the process of developing an enterprise-wide tool (i.e., through Workday) that will allow UW units to conduct daily symptom self-attestation for UW personnel prior or upon entry to a UW facility. UW units that choose to implement symptom screening:

- Will be expected to establish a protocol that aligns with the guidance in this document and adheres to all applicable federal, state and local regulations, and University policies.

- May determine the screening method, frequency, procedures for reviewing screening results, and assign responsibility for follow-up actions (if any), notification, and recordkeeping.

- That have union represented staff members must have their protocols reviewed by UW Labor Relations prior to implementation.

If a unit chooses to implement a symptom screening protocol prior to the launch of an enterprise-wide tool or separate from the enterprise-wide tool, the below guidance must be followed.
• **Screening method options:**
  - Ask individuals to review a list of symptoms and attest to not having any COVID-19 symptoms (see Symptom Self-Attestation form at the end of this document).
  - UW units can choose to conduct screening in person, via email, phone, online survey (e.g., Catalyst) or paper survey. It is not necessary for a unit representative to administer screening to each individual on a one-one basis.

• **Frequency:** Conducting screening is not required more than once per day; however, some worksites may choose to add a second screening at the end of each shift. Units should develop a procedure for individuals to document themselves as “screened” on the current date to avoid repeat screenings.

• **Communicate** prior to screening:
  - The purpose, requirements for participation and screening procedures.
  - The requirement to stay home or leave a campus worksite if an individual cannot attest to being without symptoms.
  - The unit or department’s time away from work policy and HR consultant contact information (as appropriate).
  - The confidentiality of screening records that will be kept separate from personnel records.

• **Follow the unit’s protocol** based on daily screening results, including determining whether, how and when screening results will be reviewed and what actions will be taken based on the results.

• **Exclusion criteria:** Personnel who cannot attest to being without symptoms are required to stay home to monitor their symptoms until they are no longer ill or symptomatic. Those with suspect or confirmed COVID-19 should meet public health criteria for discontinuing home isolation before returning to work.

• **Medical:** Individuals with COVID-19 symptoms should contact their health care provider for medical guidance. Refer to the FAQ “What do I do if I feel sick?” on the University’s Novel coronavirus & COVID-19 webpage for instructions and testing information for UW employees.

• **Notification:** University units and personnel are required to report suspected or confirmed cases of COVID-19 to the EH&S Employee Health Center at 206.685.1026 or emphlth@uw.edu. UW Medicine personnel should contact their respective employee health center.

  Visit the UW Novel coronavirus & COVID-19 webpage for information on the University’s response when a member of the UW community has confirmed COVID-19, specifically the FAQs:
  - How does the UW respond when a member of the UW community has confirmed COVID-19?
  - How does the UW follow up with close contacts of a person who tested positive for COVID-19?

• **Compliance and records retention:** The UW unit must maintain the symptom screening/attestation as a confidential record that is retained separately from other records, including from an individual’s personnel record. These records must be retained for six years from the beginning of the following calendar year according to the retention schedule approved by the Washington State Records Committee. In compliance with non-discrimination laws, employers are allowed to ask employees if they are experiencing symptoms of the pandemic.
virus during an outbreak. UW units that choose to develop their own screening protocols and systems are required to meet existing privacy and security requirements (contact UW-IT for support).

• **COVID-19 Prevention:** UW units with personnel who must work on site to maintain critical operations are required to adhere to current health and safety standards and the DOSH Directive 1.70. Refer to the University Requirements for COVID-19 Prevention in the Workplace for detailed instructions on maintaining a healthy and safe workplace and compliance with applicable laws, regulations and standards.

### SYMPTOM SELF-ATTESTATION FOR ON-SITE PERSONNEL AND VISITORS:

Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms?

- A new **fever** (100.4 F or higher) or a sense of having a fever?
- A new **cough** that you cannot attribute to another health condition?
- New **shortness of breath** that you cannot attribute to another health condition?
- A new **sore throat** that you cannot attribute to another health condition?
- New **muscle aches** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New **respiratory symptoms**, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
- New **chills or repeated shaking with chills** that you cannot attribute to another health condition?
- New **loss of taste or smell** that you cannot attribute to another health condition?

I attest that prior to coming in to work on today's date that I do not have any of the above symptoms.

☐ I read the above statement.
☐ I attest that I do not have any of the above symptoms.

If you are sick or have one or more of the above symptoms:

- You must stay home or leave the UW facility at which you are working.
- Follow your department’s procedure for calling out sick or requesting to work from home.
- Contact your health care provider for medical guidance.

### RESOURCES:

Washington Department of Safety and Health Directive 1.70 for General Coronavirus Prevention in the Workplace
University of Washington Coronavirus Webpage

OSHA Guidance on Preparing Workplaces for COVID-19

Washington Department of Health Recommended Guidance for Daily COVID-19 Screening Employees and Visitors

Washington State Human Rights Commission Guidance for COVID-19 and Compliance with Non-Discrimination Law