



# San Beda College Alabang

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## COVID-19 Illness Tracking Form for Employees Reporting Symptoms/Exposure (For employees with symptoms of illness)

Agency/Employer: \_\_\_\_\_ Date of Reporting: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Date of Birth (M/D/Y) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### SCREENING QUESTIONS

1. Is the employee experiencing signs or symptoms of a respiratory infection such as fever (37.5°C+), cough, shortness of breath, or sore throat?

\_\_\_\_\_ Yes \_\_\_\_\_ No

List the symptoms being experienced by the employee: \_\_\_\_\_

If the answer to Question 1 is **YES**, the employee shall Self-Quarantine for 14 days at home and contact the local health department as needed.

- *The employee can return to work once PCP provides clearance.*

2. In the last 14 days, has the employee had contact with a person diagnosed with COVID-19 (Coronavirus), or is under investigation for COVID 19, or is ill with COVID19-like symptoms?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide details: \_\_\_\_\_

If exposed but **no symptoms**, self-monitor temperature twice a day and watch for other symptoms.

- *The employee can continue to work but should wear a face mask as a precaution if supply readily available.*

If exposed and **experiencing symptoms**, the employee shall Self-Quarantine for 14 days at home and contact the local health department as needed.

- *The employee can return to work once the health department provides clearance.*

3. Has the employee traveled internationally within the last 14 days to countries with sustained community transmission? For updated information on affected countries visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which country: \_\_\_\_\_ What date did you return? \_\_\_\_\_

If the answer to Question 3 is **YES**, contact the local health department for recommendations.

*That in all things God may be glorified*

4. Does the employee reside in a community where a community-based spread of COVID-19 is occurring?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, specify the name of community: \_\_\_\_\_

If the answer to Question 4 is **YES**, but **no symptoms**, self-monitor temperature twice a day and watch for other symptoms.

- *The employee can continue to work.*

If the answer to Question 4 is **YES**, and **experiencing symptoms**, the employee shall Self-Quarantine for 14 days at home and contact the local health department as needed.

- *The employee can return to work once the health department provides clearance.*

I. In order to return to work after any of the following diagnosis: reporting symptoms, exposure to individuals with COVID-19-like illness, exposure to colleagues positive for COVID-19 (including those not tested), the employee must pass both A and B

- A. Symptom-free for 3 full days and not taking any cough medicine, antipyretic, or cold relief medicine
- B. Seven days since the first symptom appeared

***Upon returning to work:***

- Staff who have no patient contact must wear a facemask for 7 days. If after 7 days the employee is asymptomatic, the requirement to wear a mask is removed.
- Staff who have patient contact may return to work completing virtual visits for 7 days.  
\*If the employee is asymptomatic at the end of the 7-day virtual visit, he/she may visit patients but continue to wear a face mask until COVID-19 local epidemic is cleared. This helps protect our patients and staff who could be treating an undiagnosed COVID-19 patient.

II. For staff who have tested positive for COVID-19, but no hospitalization \*\*

- A. They must self-quarantine, with no work for two weeks.
- B. In order to return to work, they must follow the protocol listed above in section I.\*\*\*

III. Reminders for all staff returning to work who are asymptomatic and have had exposure to positive or suspected COVID-19 patients:

- A. Wear facemask at work (office and patient contact)
- B. Monitor symptoms (flu-like, cold-like symptoms twice a day)
- C. Monitor for fever twice a day
- D. May discontinue mask after being fever free and asymptomatic for 14 days since the last contact

\* The current recommendation is 14 days symptom-free.

\*\* Testing is now reserved for severe symptoms.

\*\*\* Previous recommendation was two negative tests before cleared for work, but test kits are not widely available.

Report completed by \_\_\_\_\_ Date \_\_\_\_\_

Health Physician \_\_\_\_\_

Source: [nhpco.org/coronavirus](http://nhpco.org/coronavirus)

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