



COVID-19 Cases Reporting/Tracking Process

Team Members and/or Patients

The safety of our team members and patients are top priority at Elara Caring. Our Infectious Disease Team is tracking reported cases for both team members and patients and provides guidance on the appropriate return to work guidelines as set by the Centers for Disease Control and Prevention (CDC).

Any team member that has been exposed to or is experiencing symptoms themselves has been advised to report cases to the Infectious Disease Team via the completion of an electronic Smartsheet form below:

Team Member Cases:

<https://app.smartsheet.com/b/form/3f61caec96a04adcb86cdf2a4e7b09c0>

Any team member that has knowledge of a patient who is experiencing symptoms or has been tested for COVID-19 has been advised to report cases to the Infectious Disease Team via the completion of an electronic Smartsheet form below:

Patient Cases:

<https://app.smartsheet.com/b/form/a2f9300ec6cf4d669ee524a1ae0895ef>

The information submitted is populated on a time tracking spreadsheet that is accessed and monitored by the Infectious Disease Team and Risk Management, 7 days a week.

The Infectious Disease team utilizes contact tracing, which means that any individual who had close contact (within 6 feet for 15 minutes or more) with the COVID-19 positive individual in the 14 days prior to onset of symptoms would be notified of the exposure, per CDC guidelines. The Infectious Disease team provides this directive as well as any work restrictions and return to work guidelines to the management of the team member in response to the report received.

Both the Infectious Disease Team and Risk Management Team completes a final follow-up with management of the team member to confirm the return to work status after the restricted period has ended.