

### Site Applicability

This guideline is applicable for all operation/medical dyads (“OPs dyads”) and managers at BCCH and BCWH who are managing a staff member symptomatic for COVID-19 and subsequently test positive for the virus.

### Purpose

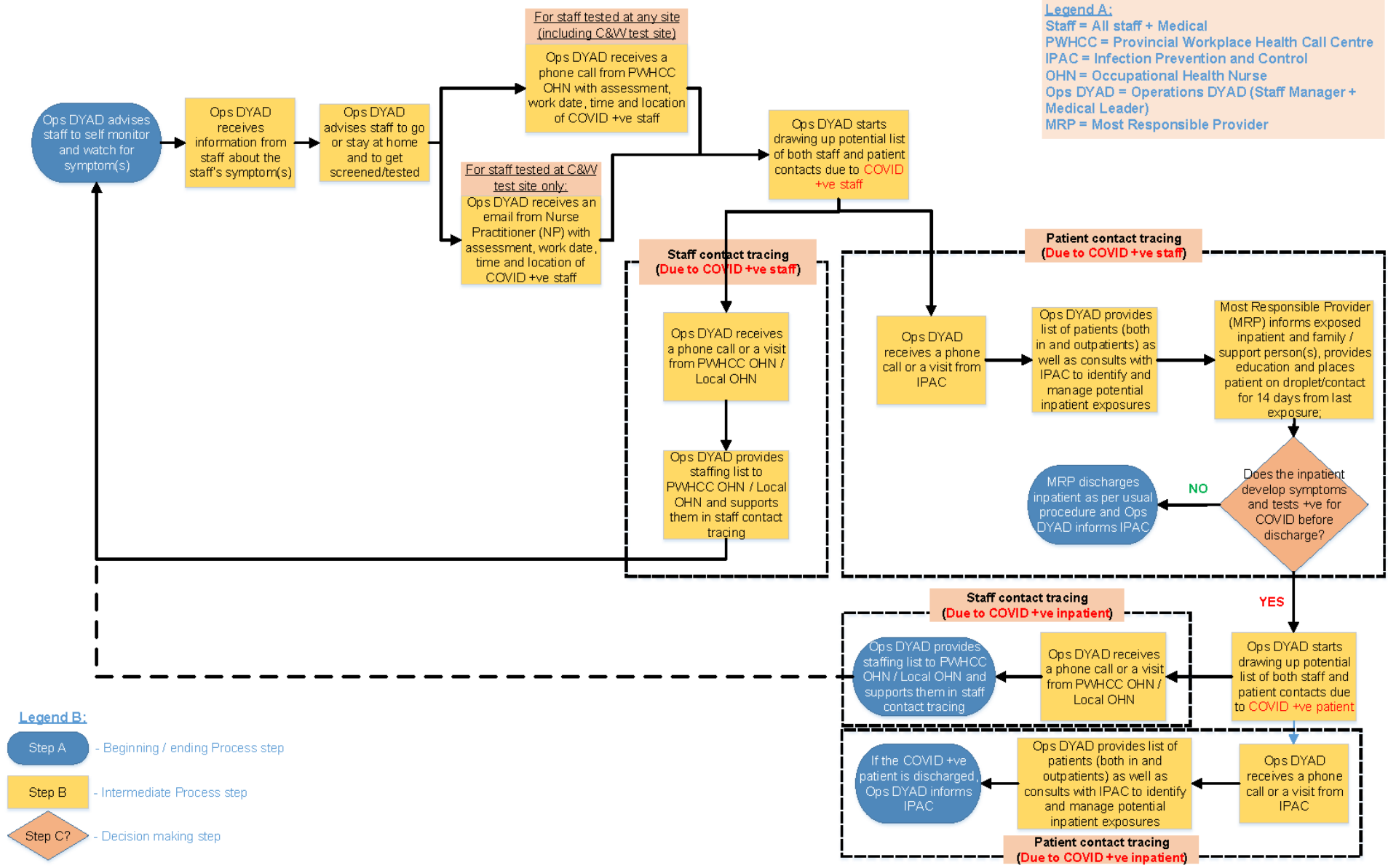
The purpose of this guideline is to provide direction and clarity with management of contact tracing when a Staff (includes medical) tests positive for COVID-19. This guideline supports the following algorithm: [Management of C&W COVID Positive Staff and Contact Tracing](#). The algorithm is the definitive version of the whole process whereas this guideline outlines part of the process.

### Guideline Statements

- The OPs Dyad role in the management of staff who tests positive for COVID -19 and has been at work whilst symptomatic is the source of all relevant information on possible C&W staff and patient contacts so that tracing can take place.
- The purpose of this document is to support OPs Dyad’s understanding of the main algorithm, [‘Management of C&W COVID Positive Staff and Contact Tracing](#), and their own role and responsibilities within it. The main algorithm is the definitive version of the whole process. It is important to note that it does not change the roles of OPs Dyads. It demonstrates that the work of the OPs Dyad is one part of a whole system. Much is taking place in the background to inform all those who need to know, to keep staff and patients safe and supported.
- For the convenience of OPs Dyads, a 1-page, OPs Dyad-focused flow chart is included in this document that shows the complete information providing role and responsibilities of the OPs Dyad in both staff and patient contact tracing.

Management of CW COVID positive staff (including Medical) and contact tracing (showing Operations DYAD process steps only)

April 15 2020 Version 01



### Guideline:

#### Those involved in Contact Tracing:

Public Health (PH), Infection Prevention and Control (IPAC) and Workplace Health (Occupational Health Nurse (OHN)) are all involved in contact tracing in British Columbia. Whilst the OPs Dyad at C&W will have most contact with IPAC and OHN, Public Health continues to play a vital, overarching role in the overall contact tracing process. Public Health is informed about staff and patient COVID positive tests in many parts of the system. Nothing in the algorithm or the introduction of the Nurse Practitioner (NP) role at C&W lessens the importance of Public Health as the Provincial Lead for contact tracing.

#### Start of the Process

A staff experiencing COVID-like symptoms may report direct to their manager or seek advice from elsewhere such as the Provincial Workplace Health Call Centre (PWHCC), the PHSA Resource Centre, the C&W COVID-19 Testing Clinic or another Clinic elsewhere in the Province. Wherever advice, information or support is sought, as a healthcare worker, staff will be tested if the screening they receive at any of the sources, suggests they are symptomatic for COVID-19.

#### Timelines

OPs Dyads may know first from a staff of their positive test for COVID-19 and that they have been at work whilst symptomatic. Managers can reassure staff that contact tracing information will be provided by the Manager to those who need it as soon as they are asked to do so and that staff should follow the guidance they will have been given about taking care of themselves.

The algorithm shows the steps in the process to make sure all the relevant people are informed in a systematic way. OPs Dyads will receive an email from Nurse Practitioners for C&W staff, tested at the C&W Clinic and they will then be contacted by Workplace Health and IPAC with a request for information. Public Health may also contact the OPs Dyad. OPs Dyads do not need to initiate these contacts.

The main algorithm shows who will have been informed of the positive test of a C&W Staff. Since there are a number of steps in the process and each must happen sequentially there may be a short time delay between a positive staff test and manager notification to begin contact tracing.

#### Role of Nurse Practitioners in Contact Tracing

Nurse Practitioners (NP) have been introduced into the process **only** for staff who are tested at the C&W Clinic in order to expedite communication and contact tracing for C&W staff and patients. Their role begins after staff testing has occurred and the test is positive for COVID-19. They will assess the staff, including when they have been at work and inform relevant others (which includes the OPs Dyad) in the program/unit where the staff works. Once the NP has assessed and provided guidance to the staff and passed on the results of their assessment, the NP role is completed and IPAC and OHNs will take the contact tracing forward.

#### Sources of Support

Both OHN and IPAC will be working with OPs Dyads to gather information but will also provide advice where required.

#### Documentation

As soon as the OPs Dyad knows a staff has tested positive and has been at work during the relevant period it will be helpful to initiate gathering possible staff and patient contacts. The information related to staff contacts will be needed and asked for by the OHN from Workplace Health who will be focused on staff-related contact tracing. The information related to patients will be needed and asked for by IPAC who will be focused on care for patients who may have been exposed to a COVID +ve Staff.

**Definitions**

- Staff - all Staff and Medical
- OPs Dyad - Staff Manager and Medical Leader.
- NP - Nurse Practitioner
- OHN - Occupational Health Nurse
- PWHCC - Provincial Workplace Health Call Centre
- IPAC - Infection Prevention and Control
- PH - Public Health

**Related Documents**

[Management of C&W COVID Positive Staff and Contact Tracing](#)

**Version History**

DATE	DOCUMENT NUMBER and TITLE	ACTION TAKEN
01-May-2020	C-0506-07-60636 COVID-19: Management Of Contact Tracing When A Staff Tests Positive	Developed by CW COVID Response Working Group; Approved by Professional Practice Director

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