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| Employee Name | MRN | Exposure Window |
|  |  |  |
| Additional Details: | | |

COVID-19 spreads by touching (contact) or breathing (airborne) in the virus particles.

**ACTION STEPS:**

**This needs to remain confidential. Managers of each department need to discuss this letter only with each colleague who had contact with this HCW.**

**Please follow the below guidelines:**

* If the HCW is **asymptomatic**, they can continue to work while strictly adhering to infection prevention guidelines including universal masking/eyewear, social distancing, and hand hygiene.
* If the HCW becomes **symptomatic** with any concerning symptoms of COVID-19, they need to remove themselves from campus, self-isolate, and notify Employee Health:
  + - Monday through Friday, call 402.552.3563 during business hours 0700-1630.
    - Only call the OUCH pager after 1630 on Friday through Sunday. All calls to the OUCH pager after business hours on Monday-Thursday will be directed to call Employee Health during normal business hours.

Managers and Attending Physicians are responsible for notifying residents and students who may have been exposed. Students should follow up with Student Health.

1. Infection Prevention will be in contact with Nebraska Medicine patients that were involved with the exposure.
2. Employees should complete an Employee Safety Event.

**DEPARTMENT TRACKING**

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