



Tracker Smart Sheet for Covid-19 Detroit-District (Updated 11/22/2020)

Instructions: This form must be completed for all Covid-19 related cases POSITIVE or CLOSE CONTACTS or an employee exhibiting Covid-19 related symptoms and sent home by management.

Submit tracker to Medical Unit OHNA, please forward any related medical documentation: OccupationalHealthServicesDetroit@usps.gov

Today's Date:

Managers Name: Managers Phone # Postal Facility Name

Employees Name: EIN# Employee's Telephone #

Employees Job Title: Carrier Route # / Vehicle(s) Driven # Tour (Work Hours)

Is this a:

POSITIVE/CONFIRMED CASE

CLOSE CONTACT CASE

YES or NO

YES or NO

Enter Date Management was notified by the employee he/she was sick, had close contact with a person confirmed with Covid-19 or was actually confirmed POSITIVE?

Employees Last Day inside the Postal Facility? (date, time, location, duration)

Did employee show any symptoms related to Covid 19 while at work, if so, date and time?
(coughing, sneezing, fever, shortness of breath, fatigue, muscle pain, sore throat, loss of taste and/or smell, diarrhea, rash, headache)

Was employee sent home by management due to signs and symptoms of Covid- 19?

YES OR NO

What was the employee's work schedule for the past 14 days?

Does the employee wear mask and/or gloves while at work?

Did employee recently travel, if yes where and for how long?

Narrative of Situation:

List the name(s) of any employee that had close contact with the employee that was Covid positive for a cumulative period of 15 minutes or longer within 6ft or less space in a 24 hour period: (name, EIN#, phone #)

If yes, employee must be quarantined for 14 days from the last day of exposure.

Does employee have any household member that work for the USPS?

Does anyone in employees household have a confirmed Covid-19 case?

Did employee attend any meetings/SUT while at work, if so list time and location?

Where does employee eat lunch? (Breakroom, Vehicle, etc.)

Was employee evaluated by a medical facility, if so, name of facility?

Is the employee currently at home or hospitalized?

When was the last time the employee went out to eat and ate indoors?

What is the largest gathering you attended in the last week outside of work?

Was the gathering indoors or outdoors?

Management Team:

If you have a confirmed COVID-19 case, Close Contact case or an employee with Covid-19 related symptoms in your office:

- 1. Complete tracker sheet and send employee(s) home if working to minimize the spread of Covid-19 and illness in your station.**
 - 2. If employee is Positive, identify any close contacts with any other employees in your facility that may of had exposure to the POSITIVE employee, they must quarantine per the CDC guidelines.**
 - 3. Enter employees leave in ERMs, conduct mandatory customized service talk & invite all appropriate unions and management, please do not include the employees name that is Covid positive.**
- 2. Implement the appropriate MMO-031 cleaning measures.
(Disinfecting employees work area, vehicle driven, scanners, wiping down surfaces touched most, keys, timeclock, door knobs, lobby counters, etc.)**

The new definition of Close Contact per the Center for Disease Control as of Oct 21, 2020 is:

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define "close contact;" however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.