

This tool should be used by facilities to track employee callouts and monitor for signs and symptoms of COVID-19

This tool should be only accessible to designated employees (e.g., employee health, supervisor, etc.)

The facility should designate a person in charge (PIC) to maintain and track staff callouts

The PIC:

1) should record all reports of COVID-19 like illness made by staff

- a) Date of callout
- b) First name of staff who has called out
- c) Last name of staff who called out
- d) Job title of staff who called out
- e) Phone number of staff who called out
- f) Email address of staff who called out
- g) Location where the staff worked (e.g., department, floors, room numbers)
- h) Date last worked - if worked in the facility in the last 14 days, perform facility-wide testing (staff and residents not previously positive within the last 3 months)
- i) Date when first symptoms presented
- j) Date of positive COVID-19 test
- k) Did the staff member have close contact w/person with suspected or confirmed COVID-19 in last 14 days
- l) Vaccination Status
- m) Anticipated return to work follow [Employers and employees must follow the CDCs HCW Return to Work Guidance](#)
- n) Document symptoms staff member states they have - enter all that apply using key below:

1 fever or chills	5 muscle or body aches	9 sore throat
2 cough	6 headache	10 nausea or vomiting
3 difficulty breathing or shortness of breath	7 new loss of taste or smell	11 diarrhea
4 fatigue	8 congestion or runny nose	

2) is required to report all COVID-19 cases to their local health jurisdiction and licensing agency

3) should keep this record for at least 30 days, or per facility policy if longer than 30 days

4) should follow the reporting requirements for outbreaks to L&I's Division of Occupational Safety and Health (DOSH) if employer has 50 or more covered employees as outlined in this document:

https://lni.wa.gov/rulemaking-activity/AO21-31/2131CR103EAdoption.pdf?utm_medium=email&utm_source=govdelivery

Resources: <https://www.osha.gov/sites/default/files/publications/OSHA4130.pdf>