

Suspected/Confirmed COVID-19 Outbreak in Workplace INTAKE SUMMARY

Date Deployed to SSOIT-WP	Staff Taking Report	CalCONNECT EE#		
Facility Information		Contact Person(s)		
Name of Facility:	POC/DICO Name:			
Type of Facility:				
NAICS:	Phone:			
Affected Buildings/shifts/work zones/ # employees in each affected area:	EMAIL:			
Complete Site Address:				
Attack-Rate (affected units only)				
	Current # Employees	# Positive Cases	# Exposed	# Tested
Staff:		26		
Other:				
TOTAL:				
Clinical Information				
Isolation/Quarantine Letters sent? Y/N				
County Template Used? Y/N If no, send copy		Contact Tracing Completed? Y/N		
		Contacts reported? Y/N		

General Notification (potentially exposed) Letter sent? Y/N		All cases input into Veoci or SPOT?	
		# Deaths: 0 Hospitalizations: # ICU: # ER Visits:	Date of 1st Onset: Date of Latest Onset
COVID-19 Testing Done?	# COVID-19 (+) Tests	# COVID-19 (-) Tests	# COVID-19 Pending Test
Clinical Detail of COVID-19 Positive, Probable or Suspected Cases (Not yet entered via, veoci /SPOT Ex) Name, DOB, Date of Sx onset, Date of Test, Date of Isolation/Last Day at Facility, Misc			
Initial Outbreak Management			
Deep Cleaning of all Affected Areas complete? Y/N What did this entail?			
Confirm Infection Control Measures in Place:			
Enhanced infection Control Measures:			
Initial Recommendations Made to Facility:			
Initial Documents to Send:			
Initial Documents Requested:			

Sample Intake Interview Outline

1. Introductions/Purpose of Interview
2. Confirm Point of Contact (POC), verify who reports cases to us
3. Hear from the POC on the general situation
4. Description of workplace/layout/jobs of areas affected
5. What are they currently doing for COVID prevention
 - Signs, barriers, etc
 - mask & Social Distancing
 - protocols for breakroom, lunch, conference rooms, training areas, etc.
 - Pre-entrance health screening
 - Cleaning and disinfecting

6. Contact Tracing: Is it done? Go over how to do it if not.
7. Testing strategy?
8. How employees are notified re: exposure & quarantine info
9. Drill down on shifts, job specificity, teams that are affected or those not able to socially distance
10. Discuss next steps including how to report cases and close contacts on Line List