Team member completes the Screening related to Covid-19 online form

The entry point for a team member into the return to work process is completing the online form, Screening related to Covid-19. After submitting the form, an email is sent to the Covid-19 inbox and places the team member in queue for processing.

Use the following tips when viewing the Covid-19 inbox:

- The orange indicators show "inadvertent exposures" (i.e. patient care of positive patient, worked with a
 positive team member).
- The blue indicators show "normal" intake screening form (i.e. return to work, community exposure, travel or contact with a PUI)
- A team lead (typically) uses this inbox to make contact assignments. Please follow-up with your specific EOH location to verify contact assignment process.

In the screenshot below, the Covid-19 inbox has been selected to show all of the team members in queue to be called:

· 영 /2 臫 * +	EOH-COVID19 - Inbox - EOH-COVID19 - Outlook	
File Home Send / Receive Folder View Help 🖉 Tell me what you want to do		
Image: New New Terms Schedule a Start Instant Email Image: Delete Archive Schedule a Start Instant Meetings Schedule a Start Instant Delete Archive Reply Reply Forward Instant InstantInstant Instant Instant Instant InstantInstant Insta	Meeting More [™] Iron final [™] Team final	Helning team
Drag Your Favorite Folders Here Search All Mail Items All Mailboxes	New Second Respect. COVID10 from Shares (ID 2412	neiping team
Conventional through Conventional through Conventional through Conventional Conventonal Conventional Conventional Conventonal Con		member to complete
Deleted Items 100 Der EOH Team, Reast Control Trom Man Z28 YM Der EOH Team, Reast Control Team Man Z28 YM Conversation History EOH-COVID19 team Man Z28 YM Junk Email [19] Der EOH Team, Pease Control Team Man Z28 PM	Please contact the individual listed below and pre-screen them according to EOH protocols. INFORMATION ON INDIVIDUAL SUBMITTING THE FORM: Does the team member feel that this is an inadvertant exposure? Yes	intake form!
Outbox RSS Subscriptions EOH-COVID19 Wew Screening Request - COVID19 from	Was the team member wearing proper PPE per Infection Prevention protocols?No Have you been exposed to a patient that has tested positive for COVID-19? Yes Have you been exposed to a coworker that has tested positive for COVID-19?	If team member
Groups EDU-COVID19 Education Updates Fail Featured Dear EDU Fram, Please contact the EDUE EDUE EDUE EDUE Fram, Please Contact the EDUE EDUE EDUE EDUE EDUE EDUE EDUE EDUE	No IF THE CASE IS AN INADVERTENT EXPOSURE (CRITERA: based on individual not wearing proper PPE - answer "NO" or "I am not sure"), please mark the email as orange and the inadvertent exposure team will handle. If y	needs assistance with
EOH-COVID19 EOH-COVID19 Tom Mon 5:86 PM Dear EOH Team, Please contact the	una i i is an maioreann agussair, prese essair una poi cipy un Cay un maioreann esposiar manico. Individual relationship to Novant Health: Medical Staff (Physician)	form, click <u>HERE</u> to
EOH-COVID19 EOH-COVID19 New Screening Request - COVID19 from Mon 452 PM Dear EOH Team, Prease contact the Undew 30	Individual Name: Terry Tester	access the form to
COMPLETED 4 EOH-COVID19 J > EFUINN TO WORK 30 Dear EOH Team, Please contact the	Date of Birth: 01/01/1972 Employee DB (if analishe)	complete on team
EOH-COVID19 EOH-COVID19 New Screening Request - COVID19 from_ Mon 4:46 PM Dear EDH Team, Please contact the	Control of anamonal 2021 SD Individual Enail: Exercisingwall.com	member's behalf.
EOH-COVID19 UNIT Rev Screening Request - COVID19 from Mon 4:43 PM Dear EOH Team, Please contact the	Individual Phone:	
EOH-COVID19 Νέψ Screening Request - COVID19 from Mon 4.39 PM	comments by interviews int21 was wearing face mask and gloves	

If you are selected to make contact assignments, taking screenshots (i.e. the Snippet app – part of your Microsoft Office suite) streamlines this process. Please follow-up with a team lead for further instructions.



(Revised: 04/14/20)

TIP!