



## Infectious Disease Preparedness and Response Plan Sample

Unit or Department: Bucky's Home

### Self-Monitoring

All Bucky staff are expected to conduct self-monitoring each day before reporting to work. Self-monitoring will follow the most recent WIDHS guidance: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm> and include the symptoms listed below. Temperatures should be taken at least 30 minutes after eating, drinking or exercising and at least 6 hours after taking medications that may lower temperature ex. aspirin, acetaminophen (Tylenol), NSAIDs (ibuprofen/advil).

- Cough
- Shortness of breath

Or at least two of these symptoms:

- Fever ( $\geq 100.4\text{F}$ )
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**Staff with these symptoms or combinations of symptoms may have COVID-19 and are expected to remain at home and encouraged to contact their healthcare provider.**

Employee should notify their immediate supervisor or director by calling xxx-xxx-xxxx or xxx-xxx-xxxx

### Develop Symptoms at Work or report a positive COVID-19 test

**Staff who develop these symptoms or combinations of symptoms are to be immediately separated from other staff present, notify supervisor and proceed to home and encouraged to contact their healthcare provider.** Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with prolonged contact within 6 feet of the employee during this time would be considered exposed.

### Campus Notifications

If staff develop symptoms at work or report a positive COVID-19 test, the supervisor will contact Director Badger at xxx-xxx-xxxx and or other designated s/c/d representative at xxx-xxx-xxxx who will be responsible to contact Campus Occupational Health Officer at (608)263-2177 and [eoh@uhs.wisc.edu](mailto:eoh@uhs.wisc.edu). If required, the Occupational Health Officer will coordinate with Campus Health and EHS and if the cleaning is needed and coordinate with Physical Plant. Bucky's Home will be prepared to implement department rapid ramp down process found at xxxxxx.

### Department

University of Wisconsin—Madison 0000 XXXX XXXXXX Street Madison, Wisconsin 00000  
608-262-0000 Email: john.doe@wisc.edu www.URL\_here

## Tracking Staff Presence in Workplace

Each day that Bucky staff are physically present on campus will enter arrival date/time, location (building, room #) and departure time in the spreadsheet maintained on shared drive.

## Reminder

Individuals with COVID-19 may have mild or no symptoms and can still spread the virus therefore symptom monitoring is just one part of our strategy to reduce risk in the workplace.