Positive and Presumptive Staff Member Reporting Form

Please complete a separate form for all new confirmed or presumptive staff cases

Facility Name:	**Date:**
Reporter Name:	**Phone Number:**

Confirmed Case is defined as: *someone who tests positive on an FDA Emergency Use Authorized (EUA) diagnostic test. Any positive result on an RT-PCR, NAAT, or antigen platform developed under an FDA EUA, even if conducted as asymptomatic screening, is considered a positive result. A follow-up test which is negative does not negate the first positive test.*

Presumptive Case is defined as: *An acute illness featuring at least two of the following: shortness of breath, cough, fever, new loss of smell or taste, radiographic evidence of viral pneumonia; AND No more likely alternative diagnosis; AND Within the 14 days before illness onset, lived in the same household or congregate setting, or had close contact with a confirmed case, or is identified as having been exposed in an outbreak.*

Name	DOB	Personal Phone	Home Address	Symptom onset date & Symptoms	Date & Shift last worked	Job title	Areas worked
Joe Example	*01/10/1990*	*555-678-2345*	*56789 SE Happy Blvd, Oregon City, OR 97045*	*10/18/20 Sore throat, cough*	*10/17/20, 7am-3pm*	*Receptionist*	*Front office*

All columns must be filled out. Thank you!

Close Contact List

Close contact defined as: *Being within 6 feet of a COVID-19 case during their period of transmissibility for ≥15 minutes. This time is cumulative over a 24-hour period and does not have to be consecutive. "Close" contact can include caring for, living with, visiting, or sitting within 6 feet of a confirmed COVID-19 patient; or having direct contact with infectious secretions of a COVID-19 case.*

Name/role	DOB	Date Last Exposed	Off work & in Quarantine?	Occupation & Area of Work	Home Address	Phone Number
Mary Sample	*2/2/1980*	*02/17/21*	*N*	*Patient*	*1234 Happy Way, Peaceful, OR 12345*	*555-789-4567*
Wendy Sample	*3/3/1978*	*02/16/21*	*Y*	*Waitress – Dining Room & Kitchen*	*5678 Zoom Lane, Meeting, OR 67890*	*888-234-5678*