

# COVID-19 WEN/Facility Outbreak Intake Form

Work Exposure Notification (skip the manila sections)				Outbreak Intake			
Completed by:				Completed by:			
Date:				Date:			
Facility Information							
Facility Name:				Facility Phone:			
Facility Address:							
POC	Name	Position	Phone	Email			
Initial							
Outbreak							
Employees			Physical Description of Building				
# of Employees sick				# of Buildings			
Total # of Employees				# of Bathrooms			
% of Staff Vaccinated				# of Work Areas			
When were you notified?				Description:			
Ill Staff excluded from work		<input type="checkbox"/> Y <input type="checkbox"/> N (10d+24 hr no sx)					
Close contacts excluded 14d		<input type="checkbox"/> Y <input type="checkbox"/> N					
# of Staff Tested/Pending							
Staff from Agency							
Case/ Employee Information			First Onset:		Most Recent Onset:		
Name / OID	Sx Onset Date	Last Day Worked	Date Notified	County of Residence	DOB	Location in Facility	Shift
Safety Precautions: (WEN items highlighted)			Notes				
<u>Supporting staff in not working while sick</u> <ul style="list-style-type: none"> <li>Symptom Monitoring</li> <li>Educating Staff about Coronavirus</li> <li>Educational Signs</li> <li>Paid sick leave, PTO outside sick time</li> </ul>							
<u>Increased Sanitation</u> <ul style="list-style-type: none"> <li>Frequent sanitation of high touch surfaces</li> <li>Hand hygiene: frequent and adequate handwashing</li> <li>Adequate handwashing facilities</li> </ul>							
<u>Droplet Precautions</u> <ul style="list-style-type: none"> <li>Masking. (can still be required)</li> <li>Cough etiquette.</li> <li>Maintaining 6 ft. social distancing</li> <li>Plexiglas barriers/ sneeze guards</li> <li>Increased ventilation, air filtration</li> </ul>							
<u>Reducing Exposures</u> <ul style="list-style-type: none"> <li>Vaccinating staff.</li> <li>Discourage staff carpooling.</li> <li>Cohort staff/ reducing shift overlap.</li> <li>Lunchroom distancing, eat outside.</li> </ul>							
Concerns or limitations around safety/ precautions?							

WEN Notes/ Recommendations		Outbreak Notes/ Recommendations
Progress Notes/ Call Logs:		
Date	Action	Completed By

Updated 6/25/2021