

How to report concerns about possible COVID-19 exposure

If you have recently traveled, have pending travel, or believe you have experienced a non-work related direct exposure to COVID-19, Baptist Health asks that you report your concerns to the Employee Health office. Because of high call volume, the office has created an electronic survey that enables staff to self-report quickly and easily.

Coronavirus is already within the local communities. There is no need to report travel locally or attendance at an event that a confirmed patient also attended.

If you believe you have experienced an exposure:

- Monitor for fever and/or respiratory symptoms of cough or shortness of air from 14 days since your last exposure.
- If symptoms develop, do NOT come to work. Contact your supervisor per protocol, and notify Employee Health during business hours.

If you have recently traveled, have pending travel, or believe you have experienced a non-work related direct exposure to COVID-19, click [here](#) to access the Microsoft Outlook survey.

You will then be directed to sign into your Microsoft account using your Baptist Health username and password. Upon signing in, you'll be re-directed to the survey page.

When you've completed the survey, you'll receive the following response:

"Thank you for submitting your travel and/or community exposure to COVID-19. The Employee Health team will contact you if action is required. Please monitor the CDC recommendations to limit the spread of infection. If you develop symptoms of fever of 100.0 F, cough or shortness of air, do NOT report to work. Contact your immediate supervisor, your department of health, and the Employee Health office (during regular business hours). If you require medical care, notify the treating location of your pending visit. Avoid public transportation."

Employee Health will contact you if there is a concern regarding your ability to work.

March 17, 2020