

LEHIGH UNIVERSITY COVID-19 RETURN TO CAMPUS EMPLOYEE HEALTH GUIDE



Lehigh University has partnered with LVHN for Employee Health Services to support our COVID-19 response

To safely return to campus, the COVID-19 Response Team (CRT) recognized the need for comprehensive health care services to support faculty, staff, and students. With this goal in mind, we have partnered with Lehigh Valley Health Network (LVHN) and its occupational health team to provide services and guidance. Our priority is to assure our faculty and staff that every precaution is taken to make the 2020-2021 academic year as productive and as safe as possible. Through this partnership LVHN is providing the following:

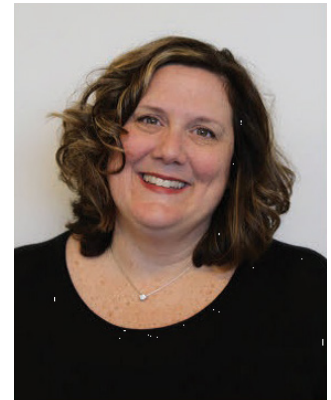
- **A dedicated Employee Health Nurse Case Manager** for any faculty or staff member who may have been exposed or has symptoms of COVID-19. This nurse will manage care from the onset of any symptoms through full recovery and return to work, and is available to answer employee questions at any time.
- **Expedited access to care.** Throughout the pandemic, LVHN has provided quick access to care through virtual visits and a network of assessment and test centers. This is the fastest way to get answers if a faculty or staff member suspects infection.
- **Access to testing.** COVID-19 testing is being supported through HNL Lab Medicine, an affiliate of LVHN.
- **Coordination of contact tracing and reporting.** LVHN will coordinate with the Bethlehem Health Bureau and other local bureaus, and the PA Department of Health, to provide contact tracing for every positive COVID-19 case among employees. LVHN will provide real-time, confidential reporting to Human Resources and the COVID-19 Response Team to ensure our response is effective and we can adjust to changing needs.
- **Medical consultation services.** LVHN experts in infectious disease and occupational medicine are providing ongoing advice and input into Lehigh University policies and practices to maintain a safe environment on campus.

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Lehigh University COVID-19 Employee Health Nurse Case Manager

Lehigh University is committed to the safety and well-being of our campus as well as our community members. Through our partnership with LVHN, a dedicated Employee Health Nurse Case Manager will support these efforts.

Teresa “Terri” Latvis, RN, is the case manager dedicated to supporting all of the COVID-19 care needs of Lehigh faculty and staff. Terri will be your point of contact and support from the time you suspect exposure or experience symptoms, and if diagnosed with COVID-19, through full recovery. She will guide you in the process and work hand-in-hand with you, the testing site, and your primary care physician (PCP). Terri is available seven days a week to answer any questions you have.



You may contact Terri by phone or email:

Phone: 610-861-8080 select 5 to bypass menu and input extension: x21237

Email: Teresa.Latvis@lvhn.org

When should I contact the Lehigh Employee Health Nurse Case Manager?

- Anytime you have questions about COVID-19
- You feel you may have been exposed to COVID-19, either on campus or elsewhere, but have no symptoms
- You are experiencing symptoms of COVID-19, and have already received immediate care (see “What do I do if I think I have symptoms?” below)
- You are planning to or have traveled to a CDC- or PA DOH-identified COVID-19 surge location
- You need help registering for MyLVHN to access a video visit
- You need help using MyLVHN to access your test results
- You have questions about your treatment plan while recovering from COVID-19

What do I do if I think I have been exposed?

If you have had contact with someone who has symptoms of COVID-19 or has tested positive for COVID-19, whether or not you are experiencing symptoms, contact Terri Latvis immediately. Do not report to work. She will assess the risk of exposure and advise you on the need to quarantine and each step through the return to work process. Terri will inform Human Resources when you are cleared to return to work.

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What do I do if I have symptoms?

If you are experiencing severe symptoms associated with COVID-19 such as shortness of breath, pain or pressure in the chest, confusion, inability to wake up or stay awake, or bluish lips or face, go to the nearest hospital emergency department. If, as with most patients, symptoms are mild, follow these steps:

1. Immediately self-isolate at home to reduce the risk of exposing others.
2. Complete a pre-screening by doing one of the following:
 - **Complete an E-Visit** (detailed questionnaire visit submitted to a provider) by visiting [MyLVHN.org](https://www.lvhn.org) or your MyLVHN app. Available for scheduling 24/7.
 - **Complete an LVHN COVID-19 Video Screening** by downloading the [MyLVHN app](#). Available on-demand from 8 a.m. to 8 p.m. For complete instructions visit: <https://www.lvhn.org/treatments/covid-19-video-screenings>
 - Call the MyLVHN Nurse Information line at 1-888-402-LVHN. Available 24/7.

LVHN participates in most insurance plans but if your insurance does not cover services at LVHN, this will be discussed at the time of service.

OR,

You can always choose to contact your PCP or other care provider first. If you seek care outside of LVHN, the Lehigh Employee Health Nurse Case Manager will still guide your recovery. Our partnership with LVHN and utilizing its video visit access is the most efficient means to getting you screened, tested, and diagnosed. The results will be communicated to your PCP. Should you test positive for COVID-19, a plan of care will be developed for your recovery based on your specific symptoms and medical history.

3. **Call the Lehigh University Employee Health Nurse Case Manager, Terri Latvis**, to let her know you have sought care due to Covid-19 symptoms. She will guide you through the Lehigh University Employee Health Process.
4. Terri will facilitate your care and will contact you frequently during treatment to check on your recovery and ability to return to work. **Once you are cleared to return to work, Terri will inform Human Resources.**

**LVHN COVID-19 Video
Screening: Assessment
at a Glance**

Hours: 8 a.m. to 8 p.m. daily

**Staffed by local, LVHN
providers; no subcontracting
by national telehealth
services.**

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How to Enroll in MyLVHN

All Lehigh faculty and staff are encouraged to sign up for a MyLVHN account if you have not already done so. It is an easy process and in the event you need to access care quickly an activated MyLVHN account will streamline the process. To enroll, follow these steps:

With an activation code (received at the test site)

- Go to MyLVHN.org or download MyLVHN app.
- Select “Sign up Now” button.
- Complete the online form. You will need your personal activation code and last four digits of your social security number.

Without an activation code

- Visit MyLVHN.org or download MyLVHN app.
- Select “Sign up Now” button.
- Select “Sign up Online” to complete the online form. You will need to provide your social security number. If available, include your LVHN medical record number.



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COVID-19 Symptom Checker

In addition to fever screening, faculty and staff must be free of **ANY** symptoms suggested to be related to COVID-19.

If you do not feel well, or especially if you are experiencing any of the symptoms below, **DO NOT REPORT TO WORK!**

At this time, these symptoms have been identified by the CDC as potential indicators of COVID-19.

- New loss of smell or taste
- Flu-like illness
- Fever (subjective sense of high temperature or thermometer reading equal to or greater than 100 F/37.7 C) and/or chills
- New cough (cough that started with onset of other symptoms listed)
- Shortness of breath
- Sore throat
- Diarrhea/nausea
- Congestion or a runny nose
- Additional symptoms that may be associated with COVID-19



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Treatment for COVID-19

- Many people experience mild symptoms and recover at home without specific treatment.
- Your care provider will provide treatment options based on your specific needs.
- LVHN remote home monitoring is available if needed and prescribed.
- Terri Latvis, RN, will check in with you frequently during your recovery.
- Contact Terri anytime during recovery with questions.
- Isolation to prevent risk to others.
- With mild or no symptoms, working remotely is permitted for faculty and staff whose job allows this arrangement.

Contact Tracing

- LVHN will work with local health bureaus and the PA Department of Health to complete contact tracing.
- You will be asked to identify contacts.
- Your contacts will be notified and Terri will ensure contact tracing is complete. The identity of the infected person will be kept confidential during the contact tracing process

Returning to Work

Returning to the workplace will, initially, depend on discontinuation of isolation as per CDC guidelines for persons with COVID-19. Beyond that, patients and their health care providers may need to consider individual scenarios for return to work. The following guidelines apply:

Isolation for persons with COVID-19 not in health care settings can be discontinued when:

- At least 10 days* have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved

The Lehigh Employee Health Nurse Case Manager, Terri Latvis, RN, will work with your care provider and LVHN Occupational Medicine and Infectious Disease to confirm that each employee meets the guidance to discontinue isolation and return to work. Terri will confirm with Human Resources that each employee is cleared to return to campus for work once the clinical criteria are met.

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

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Consideration of lingering symptoms:

Discontinuation of isolation does not necessarily mean that a person is ready to assume all activities, including usual work. There is a significant percentage of individuals who may continue to experience residual symptoms after the initial period of illness when they are no longer considered infectious. Discuss any residual symptoms with your personal health care provider to determine when it is best for you to return to work. (Anyone with symptoms >14 days will need to see a provider and get a work note.) If any limitations are needed, you should inform your supervisor and provide a note with these specific limits from your health care provider. If any limitations are needed, you should inform your supervisor and provide a note to Human Resources with these specific limits.

Lehigh University is providing LVHN with an employee list that will be loaded in LVHN's EHR/EPIC system. Quick and easy identification of patients as Lehigh University employees will allow smoother access and follow-up on care.