

# MCCMS Learner COVID-19 Exposure Guidance

**Purpose:** To guide learners, program directors and College staff when a learner is exposed to COVID-19, is showing symptoms consistent with COVID-19, or is confirmed to have COVID-19. The information is adapted from the [“Supervisor Guidance for Employee Testing and Diagnosis”](#) materials found on the [COVID-19 Information Center](#).

**Important Points:**

- Occupational Health Services (OHS) on all Mayo campuses is providing resources and support.
- MCCMS residents and fellows should follow the employee guidelines rather than this document.
- COVID-19 testing is FREE, but must be coordinated through the COVID-19 Help Line which is open 24/7 by calling **833-558-0757**.
- Learners are responsible for health insurance and health care costs.

Scenario	Process
<p>A learner on-campus is symptomatic or thinks they may have been exposed to COVID-19</p>	<ul style="list-style-type: none"> <li>• Immediately isolate the learner. Move the learner to a space where they can wait until decisions are made and are separate from all others. The intent of this action is to avoid further exposure to additional individuals in the classroom/workplace.</li> <li>• The learner should follow the same protocols as Mayo employees. The Mayo intranet <a href="#">COVID-19 Information Center</a> is the go-to resource. The learner should call the COVID-19 Help Line, currently covered 24/7, at <b>833-558-0757</b> if in doubt about what to do.</li> <li>• Occupational Health Services (OHS) will determine if any further action is needed for the learner or others the learner may have come in contact with through the contact tracing protocols.</li> <li>• Maintain confidentiality. Information is shared on a need to know basis, and only the minimum amount of information is shared for that needed purpose. For example, one will share that someone needs to be out of education for 14 days but one doesn’t need to share the diagnosis.</li> <li>• Follow-up with the learner to learn what guidance is given by OHS. If the learner is required to leave campus, continue to work with the learner on learning assignments, and contact your School liaison. Learners required to quarantine may need a leave of absence and program extension.</li> </ul>
<p>A learner has been contacted by Occupational Health Services (OHS) related to a potential</p>	<p><b>NOTE: “you” refers to the learner in this scenario</b></p> <ul style="list-style-type: none"> <li>• Stay calm. Proactive outreach is in place to prevent the spread of infection and for the safety of patients, staff and community members.</li> <li>• The learner and program director/supervisor will be contacted by phone and email. Due to variability in shifts across our campuses and clinical</li> </ul>

<p>exposure to someone with a confirmed case of COVID-19</p>	<p>environments, OHS will contact individuals 24/7 to notify them of a known work exposure to someone with a confirmed case of COVID-19. Remember that any information shared must be treated as confidential.</p> <ul style="list-style-type: none"> <li>• If you are on Mayo Clinic campus, notify your program director/school staff and promptly excuse yourself from campus. It is important to not return to campus until you have been assessed and cleared by OHS.</li> <li>• OHS will evaluate your personal level of exposure risk and recommend next steps, which may include ability to return to school immediately, testing, quarantine, or time away from Mayo Clinic campus.</li> <li>• If OHS recommends time off campus, notify your program director/school staff. They will 1) notify the School liaison and 2) work with you to develop a plan for continuing your education if possible.</li> <li>• Before you return to a Mayo Clinic campus: <ul style="list-style-type: none"> <li>• Wait for an official work status report to be issued by OHS.</li> <li>• Take your temperature twice a day, including before reporting to school and monitor for symptoms consistent with COVID-19.</li> <li>• If you develop symptoms, call the enterprise 24/7 COVID-19 Help Line at 833-558-0757.</li> </ul> </li> </ul>
<p>A supervisor/program director has been informed of a learner with a potential exposure to someone with a confirmed case of COVID-19</p>	<ul style="list-style-type: none"> <li>• Maintain confidentiality when testing is occurring.</li> <li>• Continue to reinforce: <ul style="list-style-type: none"> <li>• Infection Prevention and Control and OHS have robust processes to keep learners safe and will proactively reach out if at risk. Unless they too are experiencing symptoms, learners and staff can remain on campus even if a classmate or instructor is being tested.</li> <li>• Remind learners to take steps to protect themselves - this includes washing hands, following social distancing guidance, monitoring for symptoms and staying home if they don't feel well.</li> </ul> </li> <li>• Stay in touch with the learner to arrange for continuation of education activities within guidance from OHS.</li> <li>• Notify the School liaison (MCSHS).</li> <li>• Wait for an official work status report to be issued by OHS before the learner returns to Mayo Clinic campus.</li> </ul>
<p>A learner tests positive for COVID-19</p>	<p><b>NOTE: "you" refers to the learner in this scenario</b></p> <ul style="list-style-type: none"> <li>• The learner should notify their program director/school staff immediately.</li> <li>• Maintain confidentiality. The learner may share this information with others but is not required to. The program director should notify the School liaison immediately (MCSHS). The program director/school staff must not share this information with others unless specifically asked to do so by the learner.</li> <li>• The learner and program director will determine if and how the learner will continue education activities or take time away as needed. Staff will support as needed and ensure compliance with relevant policies.</li> <li>• Contact Tracing: OHS will work with you to identify others within the period you were infectious. Known as "contact tracing," this is a critical process to connect with those who may be exposed. In cases where a learner was not on campus during the infectious period, an exposure investigation will not occur however OHS will issue a work status report for the COVID-19 learner.</li> </ul>

	<ul style="list-style-type: none"><li>• If OHS identifies that other learner/employees in your program, school, or work area may have been exposed, OHS will obtain information from you to begin this process. Your supervisor/program director may also be contacted.</li><li>• A member of the OHS team will contact other Mayo employees and learners identified that you were in contact with during the symptomatic period. Only the minimum necessary information will be disclosed to determine their individual level of exposure.</li><li>• Issuing a work status report: A work status report will be sent to you and your program director/supervisor to specify your restrictions. The work status report is not intended to replace ongoing communication with your program director – continue to communicate with your program director/school staff to develop plans for returning to full program participation.</li><li>• Before you return to Mayo Clinic campus:<ul style="list-style-type: none"><li>• Based on your individual health care needs, your timeframe for return to Mayo Clinic campus may vary.</li><li>• OHS will perform a return to work/school evaluation including assessment of symptoms and testing.</li><li>• You should not return to work/school until you receive an official work status report.</li></ul></li></ul>
--	---