

Library of Congress
Health Services Division
Guidance for Staff on Reporting COVID-19 Symptoms and Diagnoses

Employees should notify their supervisors when they are experiencing symptoms, have been clinically diagnosed, or have tested positive for COVID-19. Supervisors will relay this information to the Health Services Division (HSD) immediately.

Employees' protected health information will remain confidential, but Library officials also need to be able to communicate quickly and clearly with others in the Library and the community who may have been exposed.

It is critical to take prompt action if you experience any of the symptoms of COVID-19 listed below. Symptoms suggestive of infection with the COVID-19 virus are a combination of the symptoms below:

- Fever >100.4
- Headache
- Conjunctivitis (aka Pink eye; inflammation of the covering of the white part of the eye)
- Loss of smell
- Cough
- Sore throat
- Shortness of Breath
- Muscle aches and pain
- Diarrhea and other gastrointestinal symptoms

Staff members who experience symptoms of COVID-19 virus should:

- Notify their supervisor of their symptoms/diagnosis and do not come to the Library
- Stay home and contact their personal physician or a local urgent care or emergency department to arrange medical attention.
- Provide their work locations (office number, cubicle location and/or number, room number, being as specific as possible), and names of any co-workers, contractors or other work contacts with whom they were in close contact in the 7 days prior to developing symptoms to their supervisor.
- The supervisor will immediately notify Health Services and provide information about the employee's work status (on-site, telework, approved to enter the building and why).
- Health Services will contact the employee and their contacts to perform a risk assessment and track progress. It is imperative that employees respond promptly to

Health Services when contacted so we can complete contact tracing and act as indicated.

- According to the CDC a “close contact” is personal interaction within 6 to 10 feet of an infected person for a prolonged period of time, visiting, working with, or sharing a room or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

It is important to understand that experiencing some of these symptoms may not necessarily mean a person has a potential COVID-19 virus infection. Additionally, not all patients diagnosed with COVID-19 virus infection have a fever. So, when in doubt, you should contact a health care provider to discuss your symptoms.

Employees with questions about other employees who may have been diagnosed with COVID-19 should review the regular all employee messages and rest assured that HSD is communicating directly with close contacts who should monitor themselves for symptoms. HSD will not confirm the names of those who are diagnosed or discuss diagnosed cases with curious employees who contact them directly.

The HSD staff is monitoring guidance from the CDC and local health departments in providing recommendations. They also use the Johns Hopkins University Coronavirus Resource Center and are tracking the cases in the National Capital Region.