

General Motors Medical – Medical Guidance			
Guidance #: MG-5	Version #: 1.6	Site Management of Suspected COVID-19 Cases (Medical)	
Applicability: Global	Publication Date: 5-14-20	Effective Date: 5-14-20	Responsible Medical Leader: Jeffery Hess

## I. Purpose

Provide guidance on how medical practitioners manage employees with suspected cases of coronavirus disease (COVID-19) at GM Health Centers.

## II. Applicability

This guidance is globally applicable at all GM facilities. It is not intended to replace protocols recommended by government or international health organizations. If local/country/international requirements are stricter than this guideline, then the stricter rule will apply.

Sites are expected to follow all local government regulations. Questions regarding local government regulations may be directed to Public Policy.

### Superseded Medical Guidance

This medical guidance supersedes:

- MG-5 Version 1.5 “Site Management of Suspected COVID-19 Cases” effective 4-16-20

## III. Medical Guidance

**GM Health Center staff and emergency response personnel are expected to practice universal precautions and wear appropriate PPE (gloves, N95 mask) for any encounter with a suspected COVID-19 case.**

See Appendix E for flowchart of this action plan

STEP	ACTION PLAN
1	<p><b><u>Employee Entry Screening</u></b> Upon entering a facility all individuals will answer a health screening questionnaire and have a temperature scan.</p> <p><b><u>GM Employee</u></b></p> <ol style="list-style-type: none"> <li>1) If a GM employee answers “yes” to any health screening questions or has elevated temperature when scanned, the GM employee will be sent to medical for evaluation. A medical practitioner will: <ol style="list-style-type: none"> <li>a) Take the GM employee’s temperature</li> <li>b) Assess the GM employee using the COVID Intake Questionnaire (Appendix F)</li> </ol> </li> <li>2) If oral/tympanic temp recheck is <b><u>100.0 or greater</u></b> <b>AND/OR</b> the GM employee has symptoms suggesting a suspected or probable case of COVID-19, a medical practitioner will:</li> </ol>

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	<p>a) Provide supportive care to alleviate symptoms (e.g. over-counter-medications, Acetaminophen for fever, etc.) and/or referral for further medical evaluation and treatment if needed.</p> <p>b) Offer a SARS-COV-2 PCR test.</p> <p>i) If performed, the GM Health Center will notify the employee of the test result within 72 hours.</p> <p>c) Complete all sections of Appendix B Index Case Information Collection Sheet.</p> <p>i) Review Appendix C for instructions on how to complete GM Contact Tracing and obtain the names of individuals the employee had close contact with.</p> <p>d) Provide a copy of Appendix D and explain return to work requirements.</p> <p>e) Provide the employee with instructions on what to do if they are sick with COVID-19 from the following link: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf</a></p> <p>f) Instruct the employee to go home and contact their health care provider for further evaluation and treatment as needed.</p> <p>g) Notify HR/LR the employee is not be allowed to work using your local notification process.</p> <p>h) Notify Security to deactivate their ID badge.</p> <p>i) Document the case in Cority (see attachment in Appendix B).</p> <p>3) If oral/tympanic temp recheck is <b>99.9 or less AND</b> the GM employee does not have any symptoms of a suspected or probable case of COVID-19, a medical practitioner may send the GM employee to work.</p> <p>4) <b>If a nurse has any concerns about sending an employee back to work or any general questions:</b></p> <p>i) Consult with your site high-level medical practitioner or call the GM “physician on-call” at <b>1-800-814-3390 or 1-313-667-1308</b>.</p> <p><b><u>Contract Worker</u></b></p> <p>5) If a contract worker answers “yes” to any entry health screening question they should immediately be referred to contact their employer for direction and not allowed to enter the plant.</p> <p>6) If a contract worker answers “no” to all the entry health screening questions, but has an elevated temperature when scanned, the contract worker will be sent to the Health Center for temperature recheck.</p> <p>a) A medical practitioner will only take a contract workers temperature. <b>(Do not ask any health-related questions.)</b></p> <p>i) If the oral/tympanic temperature is <b>100.0 or more</b>, the contract worker is not allowed to remain on site,</p> <p>(1) Refer them to their employer for further direction.</p> <p>(2) Recommend follow up with their health care provider for medical evaluation &amp; treatment if needed.</p> <p>(3) Instruct the worker, their employer must contact their GM contract manager or GM HR/LR to discuss plant re-entry.</p>
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	ii) If the oral/tympanic temperature is <b>99.9 or less</b> , the contract worker may remain on site.
2	<p><b><u>Employee/Contractor Feels Sick at Work</u></b></p> <p>If a GM employee or contract worker presents to manager or others as “feeling sick”.</p> <ol style="list-style-type: none"> <li>1) Maintain social distancing of <b>six feet</b> from the individual and ask them to move away from other individuals, such as into an aisle until response personnel arrive.</li> <li>2) If an employee/contract worker is unable to walk to the Health Center: <ol style="list-style-type: none"> <li>a) Activate site medical emergency response (ERT) system stating possible COVID-19 case</li> <li>b) When first responders arrive: <ol style="list-style-type: none"> <li>i) Don appropriate PPE to include N95 mask</li> <li>ii) Maintain crowd control to minimize exposure to other employees</li> <li>iii) Transport employee/contract worker to the GM Health Center</li> </ol> </li> </ol> </li> </ol>
3	<p><b><u>GM Health Center Evaluation</u></b></p> <ol style="list-style-type: none"> <li>1) Put on N95 mask. Don other PPE as appropriate for the medical evaluation or exam you will be performing (i.e. Gown, gloves, N-95 Respirator, and eye protection)</li> <li>2) Escort employee/contract worker to a separate area of Health Center for medical evaluation if possible. <ol style="list-style-type: none"> <li>a) Suggest a room located near an exit for evaluation of all suspect COVID-19 cases that contain hard surfaces for easier disinfection.</li> </ol> </li> </ol> <p><b><u>GM Employee</u></b></p> <ol style="list-style-type: none"> <li>1) For employees who present to the Health Center: <ol style="list-style-type: none"> <li>a) Provide first aid or emergency care.</li> <li>b) Evaluate the employee based on the Appendix A WHO case definition, and utilize Appendix F “COVID-19 Intake Questionnaire” to assist with decision making. <ol style="list-style-type: none"> <li>i) If employee DOES NOT meet case definition for suspected COVID-19, <b>proceed to Step #4</b></li> <li>ii) If employee MEETS case definition for suspected COVID-19, <b>proceed to Step #5</b></li> </ol> </li> </ol> </li> </ol> <p><b><u>Contract Worker</u></b></p> <ol style="list-style-type: none"> <li>1) For contract workers who present to the Health Center: <ol style="list-style-type: none"> <li>a) Provide first aid or emergency care.</li> <li>b) If you suspect COVID-19 complete initial contact tracing to look for contacts within the workplace. <ol style="list-style-type: none"> <li>i) Review Appendix C for instructions on how to complete GM Contact Tracing and obtain the names of individuals the contractor had close contact with.</li> </ol> </li> <li>c) Instruct the contract worker to:</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>d) Leave the site and follow all applicable national and local COVID-19 isolation/quarantine protocols.</li> <li>e) Wear their mask when around other people</li> <li>f) Contact their employer for return to work instructions. (Their employer must contact their GM contract manager or the GM HR/LR to discuss plant re-entry.)</li> <li>g) Notify their healthcare provider they may have COVID-19 when making an appointment to help prevent exposure to others.</li> <li>h) If the contract worker is unable to independently transport home arrange for ambulance transport. <ul style="list-style-type: none"> <li>i) Notify EMS that the contract worker has an exposure history and/or signs and symptoms suggestive of COVID-19 so that appropriate infection control precautions may be taken prior to their arrival.</li> </ul> </li> <li>i) Document any required information in Cority (see attachment in Appendix B).</li> </ul>
4	<p><b><u>GM Employee: Does Not Meet COVID-19 Case Definition</u></b></p> <p>If a GM employee <b><u>does not</u></b> meet the case definition for suspected COVID-19.</p> <ul style="list-style-type: none"> <li>1) Provide supportive care to alleviate symptoms (e.g. over-counter-medications, Acetaminophen for fever, etc.) and/or recommend further medical evaluation and treatment.</li> <li>2) Unless local government regulations provide otherwise, either return the employee to work or send out to obtain further medical evaluation and treatment. <ul style="list-style-type: none"> <li>a) If the employee needs further medical care: <ul style="list-style-type: none"> <li>i) Arrange for home/hospital transport if the employee is not able to drive.</li> <li>ii) <b>Instruct the employee to stay home until their symptoms resolve or their healthcare provider informs him or her to return to work.</b></li> <li>iii) Inform the GM employee to report to medical for evaluation when able to return to work.</li> </ul> </li> </ul> </li> <li>3) Notify HR/LR and their supervisor the employee will not be returning to work using local reporting process.</li> <li>4) Document information in Cority (see attachment in Appendix B).</li> </ul>
5	<p><b><u>GM Employee: Meets COVID-19 Case Definition</u></b></p> <p>If a GM employee <b><u>meets</u></b> the case definition for suspected COVID-19:</p> <ul style="list-style-type: none"> <li>1) Provide supportive care to alleviate symptoms (e.g. over-counter-medications, Acetaminophen for fever, etc.) and/or referral for further medical evaluation and treatment if needed.</li> <li>2) Offer a SARS-COV-2 PCR test. <ul style="list-style-type: none"> <li>a) If performed, the GM Health Center will notify the employee of COVID test result within 72 hours.</li> </ul> </li> <li>3) Complete all sections of Appendix B Index Case Information Collection Sheet. <ul style="list-style-type: none"> <li>a) Review Appendix C for instructions on how to complete GM Contact Tracing and obtain the names of individuals the employee had close contact with.</li> </ul> </li> <li>4) Provide a copy of Appendix D and explain return to work requirements.</li> </ul>

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	<ol style="list-style-type: none"> <li>5) Provide the employee with instructions on what to do if they are sick with COVID-19 from the following link: <a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf</a></li> <li>6) Instruct the employee to go home and contact their health care provider for further evaluation and treatment as needed.               <ol style="list-style-type: none"> <li>a) If employee is unable to independently transport home arrange for ambulance transport                   <ol style="list-style-type: none"> <li>i) Notify EMS if used that the employee/contract worker or contract worker has an exposure history and signs and symptoms suggestive of COVID-19 so that appropriate infection control precautions may be taken prior to their arrival</li> </ol> </li> </ol> </li> <li>7) Document the case in Cority (see the attachment in Appendix B).</li> </ol>
6	<p><b><u>Notifications</u></b></p> <ol style="list-style-type: none"> <li>1) Notify housekeeping to complete disinfection following their protocols of the affected employee or contract worker's work area and the Health Center exam room following.           <ol style="list-style-type: none"> <li>a) If medical practitioners choose to clean an exam room use an EPA-registered, hospital-grade disinfectant to clean surfaces or objects touched by the worker according to manufacturer guidelines. Product list at, <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a></li> <li>b) Notify HR/LR the employee will not be allowed to return to work for 3 days pending COVID-19 test results.</li> </ol> </li> <li>2) Notify Security to deactivate the employee's ID badge if the employee was sent home for a medical illness.</li> </ol>
7	<p><b><u>Contact Tracing Investigation</u></b> (See Appendix C)</p> <ol style="list-style-type: none"> <li>1) Contact tracing will only be completed by medical practitioners.</li> <li>2) Complete a contact tracing investigation if SARS-COV-2 PCR test result is positive or if no test results are received after 48 hours.           <ol style="list-style-type: none"> <li>a) <b>To protect patient privacy, contacts are only informed that they may have been exposed to an employee with the infection.</b> They are not told the identity of the employee who may have exposed them.</li> <li>b) Workplace close contacts need to observe a 14-day isolation from work period when:               <ol style="list-style-type: none"> <li>i) The suspect case has confirmed COVID-19 or</li> <li>ii) If no SARS-CoV-2 PCR test results are received within 48 hours.</li> </ol> </li> </ol> </li> <li>3) Finalize a contact list.</li> <li>4) Document isolation cases in Cority (see the attachment in Appendix B).</li> </ol>
8	<p><b><u>Confirmed COVID-19 or Test Result Not Received Within 48 Hours</u></b></p> <ol style="list-style-type: none"> <li>1) If an employee is <b><u>confirmed</u></b> to have COVID-19 <b><u>OR</u></b> we do not receive COVID-19 test result or medical evaluation information from an employee within 48 hours:</li> </ol>

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	<ul style="list-style-type: none"> <li>a) Notify HR/LR the employee will remain off work (HR/LR will stop 3-day full pay for testing).</li> <li>b) Notify HR/LR of the names of employees identified as close contacts who need to observe a 14-day isolation from work period.</li> <li>c) Notify Security to deactivate their ID badges.</li> </ul>
9	<p><b><u>Employee Return to Work: Suspected/Confirmed Cases of COVID-19</u></b></p> <ul style="list-style-type: none"> <li>1) A GM employee with a confirmed case of COVID-19, a probable case without testing, or a probable case with inconclusive test results may be considered for return to work when (see <b>Appendix D</b>): <ul style="list-style-type: none"> <li>a) If their personal physician indicates they can return to work <b>OR</b></li> <li>b) They have been symptom free (e.g., no fever, chills, cough, difficulty breathing, conjunctivitis, and other flu like symptoms such as a headache, sore throat, muscle/joint aches, nausea, abdominal cramps, or diarrhea) <b>for 72 hours</b> without the use of fever reducing or other symptom altering medications (e.g. cough suppressants) <b>AND</b> At least 10 days have passed since your symptoms first appeared.</li> </ul> </li> <li>2) When an employee contacts the Health Center to discuss returning to work, determine if the employee meets the above criteria. <ul style="list-style-type: none"> <li>a) If no, the employee will remain off work. <ul style="list-style-type: none"> <li>i) Inform the employee: <ul style="list-style-type: none"> <li>(1) Remain off work until their symptoms resolve or a test for COVID-19 is negative.</li> <li>(2) The Health Center can provide COVID-19 testing if needed</li> <li>(3) Call back to discuss returning to work and COVID-19 testing when their symptoms resolve.</li> </ul> </li> <li>b) If yes, arrange for the employee to visit the Health Center for a return to work evaluation. <ul style="list-style-type: none"> <li>i) Request employee bring any documentation they have from their doctor.</li> <li>ii) Inform the employee they will need to have a negative SARS-CoV-2 PCR test before they can RTW when allowed by law, and we can provide a test during the visit if needed.</li> <li>iii) Notify security the date and time the employee has an appointment, so the employee is allowed on site. (Their ID badge access has been turned off.)</li> <li>iv) When the employee arrives at the Health Center <ul style="list-style-type: none"> <li>(1) Follow Med 9.1 Medical Return to Work Evaluation process.</li> <li>(2) Complete <b>Appendix G “RTW Questionnaire COVID-19 Edition”</b> and a standard RTW questionnaire.</li> <li>(3) Evaluate the employee to verify they meet the COVID return to work criteria listed above.</li> <li>(4) Employee must have a negative SARS-CoV-2 PCR test unless local regulatory requirements do not allow it. <ul style="list-style-type: none"> <li>(a) If a negative test is not available, offer a SARS-CoV-2 PCR test. <ul style="list-style-type: none"> <li>(i) Employee is sent home and not allowed to work until the test results are back.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>

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	<p>(b) If a negative test is available and the employee meets criteria, the employee may return to work.</p> <p>(i) Notify HR/LR of the RTW date using your local reporting process.</p> <p>(5) Document the case in Cority (see the attachment in Appendix B).</p> <p>v) If employee has more than one positive SARS-CoV-2 PCR re-test, a GM high-level medical practitioner should use their medical judgement to determine if the employee may be fit to return to work despite the test results.</p> <p>(1) Consult with your Regional Medical Director for questions or concerns.</p>
10	<p><b><u>Employee Return to Work: Negative Lab Test with Continued Symptoms</u></b></p> <p>1) If the initial SARS-CoV-2 PCR test result is negative but the employee has continued symptoms consistent with COVID-19:</p> <p>a) Consider another etiology for symptoms (Influenza, etc.)</p> <p>b) If practitioner suspects COVID-19:</p> <p>i) Offer to repeat the SARS-CoV-2 PCR lab test if indicated.</p> <p>ii) Inform the employee they will remain off work until their symptoms resolve or a repeat test for SARS-CoV-2 test is negative.</p> <p>iii) Notify HR/LR that the employee will remain off work using your local reporting process.</p> <p>c) If practitioner does not suspect COVID-19:</p> <p>i) Employee may RTW</p> <p>ii) Notify HR/LR of employee RTW status using your local reporting process.</p> <p>iii) concerns.</p> <p>2) Document the case in Cority (see the attachment in Appendix B).</p>
11	<p><b><u>Employee Return to Work: Post 14-Day Isolation</u></b></p> <p>1) A medical practitioner may return a GM employee to work from isolation when:</p> <p>a) The employee has completed the longest applicable isolation period, <b>Or</b> the index case has a negative SARS-CoV-2 test. <b>And</b></p> <p>b) The employee remained symptom free during the isolation period.</p> <p>2) When an employee is approved for RTW notify HR/LR of the RTW date using your local reporting process.</p> <p>3) Document the case in Cority (see the attachment in Appendix B).</p>

Appendix sections are separated for ease of printing.

## Appendix A

### World Health Organization Case Definition for COVID-19

20 March 2020

#### **Suspected Case**

Individuals meeting any of the following criteria should be investigated and tested for COVID-19 infection.

- 1) A patient with acute respiratory illness as defined by fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness of breath, flu-like symptoms), **AND**
  - a) A history of travel to or residence in a country/area or territory reporting local transmission of COVID-19 disease during the 14 days prior to symptom onset
  
- 2) A patient with any acute respiratory illness, **AND**
  - a) Having been in contact with a confirmed or probable COVID-19 case (see definition of contact) in the last 14 days prior to onset of symptoms.
  
- 3) A patient with severe acute respiratory infection as defined by fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness breath), **AND**
  - a) Requiring hospitalization **AND**
  - b) With no other etiology that fully explains the clinical presentation.

#### **Probable Case**

- 1) A suspect case for whom testing for the COVID-19 virus is inconclusive.
- 2) A suspect case for whom testing could not be performed for any reason.

#### **Confirmed Case**

A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.



## Appendix B

### Index Case Information Collection Sheet

Use this form to collect information from index cases (individuals with a known or suspected COVID-19 infection). Data can be scanned or entered into Cority.

Name: \_\_\_\_\_ GMIN: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Line: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Date Symptoms Started: \_\_\_\_\_

#### **Description of Symptoms**

#### **Pre-existing Medical Conditions**

#### **Travel History Within Last 2 Weeks**

#### **Record of GM Contact Tracing (See Appendix C for Instructions)**

Recorded By: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix C

### Guidelines for Contact Tracing

#### What is contact tracing?

This is the process of identifying contacts of an infectious person. It is an important part of controlling the spread of disease. Contacts who have been exposed to an illness may become sick themselves and/or may spread the disease to others.

#### Who is a close contact?

A close contact is a person who has interacted with (or may have interacted with) a person who has an infectious disease. Contacts have been exposed to an index case (the originally infected person) while the index case was infectious. One index case may have many contacts.

**For GM purposes a contact is defined as a person who experienced any of the following exposures during the 48 hours before the index case noted the onset of symptoms:**

- Face-to-face contact within less than 6 feet of the index case while not wearing a face mask (consider lunch breaks, AM/PM break, smoke breaks, carpools, etc.) and the contact is more than incidental.
- Working within less than 6 feet of the index case for long periods of time during the workday while wearing a face mask.
- Direct physical contact with a probable or confirmed case.
- Providing direct care for an employee with probable or confirmed COVID-19 disease with or without using proper personal protective equipment.
- Other situations as indicated by a medical practitioner and/or local risk assessments.

#### Why contact trace?

- To reduce the spread of a particular disease. Contacts that are notified of their possible infection can be treated earlier. They can also prevent spreading their infection by practicing increased hygiene measures, isolating themselves, etc.
- Contact tracing also allows General Motors to monitor the disease impact on the organization. Some regions may impose legal guidelines concerning contact tracing. Public health authorities may carry out contact tracing, and organizations are encouraged to assist as much as possible.

#### When should we start contact tracing?

GM Health Center personnel should immediately begin tracing of close contacts at the facility when:

- a) It is determined an employee has a suspected, probable or confirmed COVID-19 infection,  
**AND**
- b) The employee developed symptoms consistent with COVID-19 while in a GM facility (office, plant, lab, etc.) or within 48 hours of the last time they were in a GM facility  
**AND**
- c) Less than 14 days have elapsed since the last day they were in a GM facility.

#### How do we contact trace?

- 1) Collect information from the index case while they are in the GM Health Center or by phone.
- 2) Record the index case contacts. (Use Appendix B – Index Case Information Collection Sheet)
- 3) Obtain a Kronos Contact tracing report to help identify employees that work near the index employee as follows:

1. Request a report by emailing Tracy Posey [tracy.posey@gm.com](mailto:tracy.posey@gm.com) and CC [gretchen.kohler@gm.com](mailto:gretchen.kohler@gm.com) and [srinivas.subramaniam@gm.com](mailto:srinivas.subramaniam@gm.com) with the name and GMIN of the employee.
  2. If your request is after 5PM EST M-F please text Tracy @734 748 8904 and tell her you need contact tracing report so she can check her email.
  3. The turnaround time to produce the report is expected to be very quick, 5 minutes in most cases. In general an hour turnaround max.
- 4) Call the people who may be contacts of the index case to gather additional information once a positive test result is back or 48 hours have passed.
- **To protect patient privacy, contacts are only informed that they may have been exposed to an employee with the infection. They are not told the identity of the employee who may have exposed them.**
  - Ask the suspected contact if they have any symptoms.
    - o If yes, offer SARS-CoV-2 testing or arrange referral to an authorized screening facility.
    - o Advise to seek medical evaluation and treatment as needed.
    - o Encourage the index case to perform their own contact tracing outside of the organization, notifying friends, relatives, etc. of their possible exposure.
  - Assess the probability that the contact has acquired their infection from the index case (high / intermediate / low / none) on the contact list.
- 5) When contact tracing, consider all possible routes of infection:
- The index case may have given the illness to a contact.
  - The index case may have acquired the illness from a contact.
  - The index case and the contact may have acquired the disease from a common source.
  - The index case and the contact may have acquired the disease independently of one another.

To determine which of the above routes is most likely, ask for detailed information from both the index case and their contacts. Note that if a contact is sick and their illness is confirmed, this contact now becomes an index case (whose contacts must then be traced). Be sure to collect all required index case information from this person.

You may be required to provide medical investigation data to local public health authorities.

## Appendix D

### Return to Work Guidance

- 1) If a GM Health Center performed a COVID-19 test, you will be contacted with the test result.
  - a. Please call your doctor or go to a hospital if your symptoms progress or you require medical care.
  - b. If you have not received the results of your COVID-19 test within 3 days, call the Health Center at: \_\_\_\_\_ for test results.
- 2) If you were not tested for COVID-19 by a GM Health Center, please contact or go to your physician, a local clinic or hospital to be evaluated for possible COVID-19 infection.

### INSTRUCTIONS

#### **POSITIVE or SUSPECTED COVID-19**

If you informed by the GM Health Center or your physician that you **DO** have COVID-19 or suspected COVID-19:

- 1) Please call the Health Center at: \_\_\_\_\_ or the GM “physician on-call” at 1-800-814-3390 or 1-313-667-1308 to report your case as soon as possible.
- 2) Contact the National Benefits Center to report your disability at **1-800-489-4646 option #3**.
- 3) Follow all applicable national and local COVID-19 isolation/quarantine protocols.
- 4) Return to Work:
  - a) If your personal physician indicates you may return to work, **OR**
  - b) You have been symptom free (e.g., no fever, chills, cough, difficulty breathing, conjunctivitis, and other flu like symptoms such as a headache, sore throat, muscle/joint aches, nausea, abdominal cramps, or diarrhea) **for 72 hours** without the use of fever reducing or other symptom altering medications (e.g. cough suppressants), **AND** At least 10 days have passed since your symptoms first appeared.
  - c) Please contact your GM Health Center at: \_\_\_\_\_ or the “physician on-call” at 313-667-1308 or 800-814-3390 to discuss returning to work.
- 5) You may be required to have a negative COVID-19 test result before being allowed to return to work if allowed by local law. The GM Health Center can help perform a test.

#### **NEGATIVE COVID-19**

If you informed by the GM Health Center or your physician that you **DO NOT** have COVID-19:

- 1) Please contact your GM Health Center at: \_\_\_\_\_ or the “physician on-call” at 313-667-1308 or 800-814-3390 to discuss returning to work.

#### **RETURN TO WORK FROM ISOLATION**

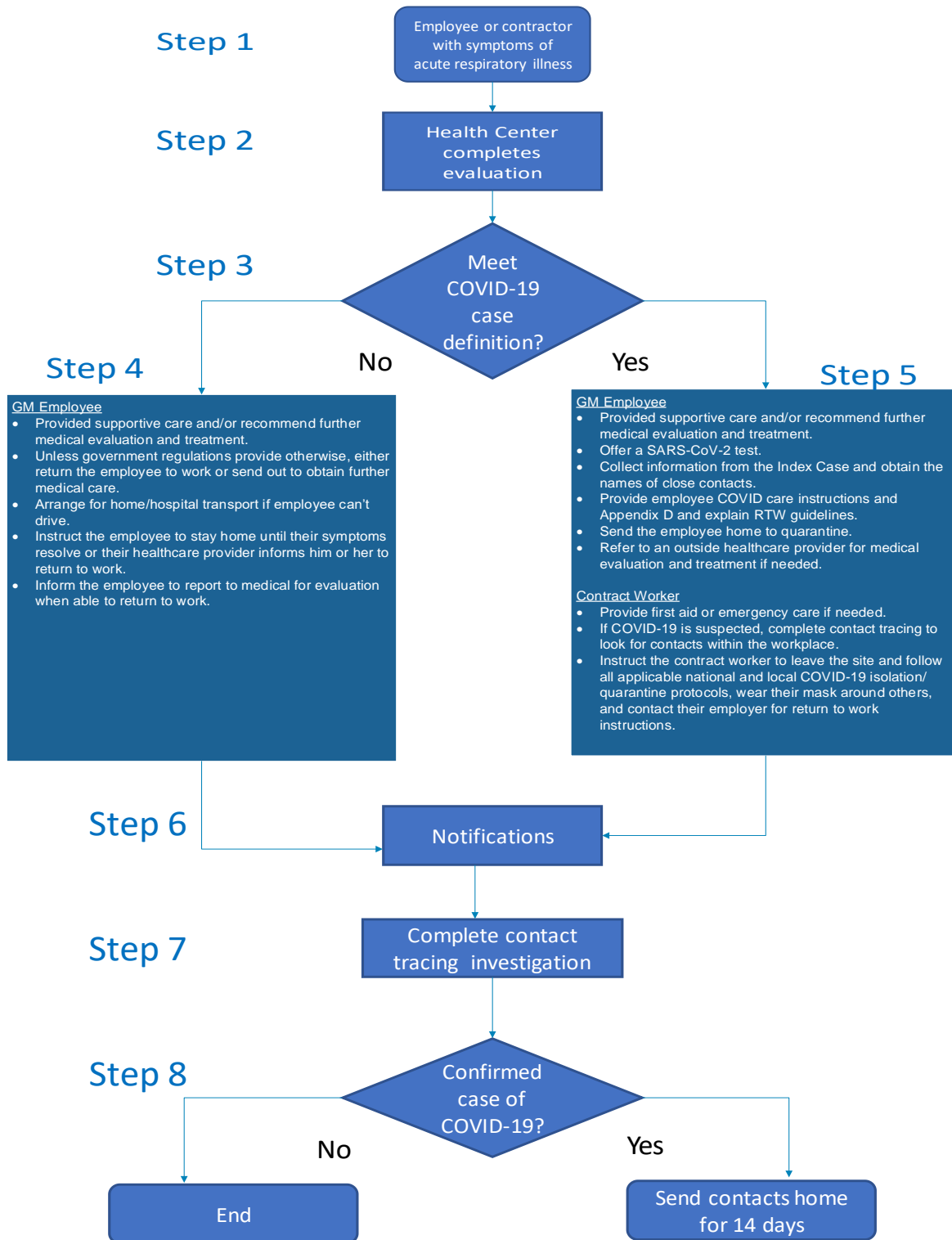
If you were required to isolate from work for 14 days due to a possible COVID-19 exposure:

- 1) When you have completed your full isolation period, contact your GM Health Center at: \_\_\_\_\_ or the “physician on-call” at **313-667-1308 or 800-814-3390** to discuss returning to work.

If you have questions, please contact the local GM Health Center, “physician on-call”, or HR.

## Appendix E

### Site Management of Suspected COVID-19 Cases Flowchart



## Appendix F

COVID-19 Intake Questionnaire				
Name:		GMIN#		Date of visit/call:
Plant/Department:		Shift: 1 2 3		Last Date/Time in Workplace:
Job Title:		Supervisors Name/Phone #:		
Individual's Cell Phone #:		Cority Codes: Suspected Case-Z20.828 Confirmed Case-B97.2		
Travel/Layover	Y/N	Y=Impose 14 day Quarantine	RTW Date	Suspected Case
Cruise		Begin the day after leaving the country/territory or getting off the cruise		Travel + COVID symptoms= Record case in Cority
History of travel to or residence in a country/territory reporting local transmission of COVID-19 disease during the 14 days prior to symptom onset				
Symptoms: Fever + 1 S/S of Resp Disease	Y/N	Y=Impose 14 day Quarantine	RTW Date	Suspected Case
Fever-temperature of 100.0°F or greater (If there are external reasons for their temp to be elevated such as elevated outdoor temperatures, repeat the temperature check 15 minutes later.)		Begin the day you suspect the individual has symptoms of COVID-19 Date symptoms began:		Fever+ 1 S/S =Record case in Cority
Chills		Time symptoms began (if known): Morning Afternoon Evening		
Cough				
SOB/Difficulty Breathing				
Conjunctivitis				
Loss of taste or smell				
Other flu-like symptoms (e.g. headache, sore throat, muscle/joint aches, nausea, abdominal cramps or diarrhea)				
Other Symptoms				
Contact with COVID	Y/N	Y=Impose 14 day Quarantine	RTW Date	Suspected Case
In close contact with someone diagnosed with COVID-19		Begin the day after the last contact or if they are providing care once the individual recovers.		Contact + Symptoms= Record case in Cority
In close contact with someone displaying active symptoms				

5/14/2020

Any employee who comes in contact with either:

- 1) A currently **asymptomatic** individual during their GM imposed 14-day isolate from work period **OR**
- 2) An **asymptomatic** individual observing a health department-imposed home quarantine

**DOES NOT** need to observe a 14-day isolate from work period unless the isolated or quarantined individual develops symptoms of COVID-19.

**Close Contacts**

A close contact is a person who has interacted with (or may have interacted with) a person who has an infectious disease. Contacts have been exposed to an index case (the originally infected person) while the index case was infectious. One index case may have many contacts.

For GM purposes a contact is defined as a person who experienced any of the following exposures during the 48 hours before the index case noted the onset of symptoms:

- Face-to-face contact within less than 6 feet of the index case while not wearing a face mask (consider lunch breaks, AM/PM break, smoke breaks, carpools, etc.) and the contact is more than incidental.
- Working within less than 6 feet of the index case for long periods of time during the workday while wearing a face mask.
- Direct physical contact with a probable or confirmed case.
- Providing direct care for an employee with probable or confirmed COVID-19 disease with or without using proper personal protective equipment.

Close contact does **NOT** include activities such as walking past a person or briefly sitting across a waiting room or office.

**Contact Tracing**

GM Health Center personnel should immediately begin tracing of close contacts at the facility when:

- a) It is determined an employee has a suspected, probable or confirmed COVID-19 infection, AND
- b) The employee developed symptoms consistent with COVID-19 while in a GM facility (office, plant, lab, etc.) or within 48 hours of the last time they were in a GM facility, AND
- c) Less than 14 days have elapsed since the last day they were in a GM facility.

**WHENEVER someone is sent out as a suspect case, ALL the following actions are immediately taken.**

1. Notify housekeeping to complete disinfection of the affected individual's workstation and the Health Center exam room following their protocol **FIRST**.
2. For GM Employees, notify local HR/LR and Security.
3. For Contract Workers, notify their GM supervisor and Security



## Appendix G

### Return to Work Questionnaire COVID-19 Edition Supplement

Name: \_\_\_\_\_ GMIN: \_\_\_\_\_

Date: \_\_\_\_\_

	Response		Comment
1. Have you had a fever, chills, cough, difficulty breathing, conjunctivitis, loss of taste or smell, or other flu-like symptoms such as headache, sore throat, muscle/joint aches, nausea, abdominal cramps or diarrhea in the past 2 weeks? If yes:	Yes	No	_____
a. Have you had a fever, chills, cough, difficulty breathing, conjunctivitis, loss of taste or smell, or flu-like symptoms such as headache, sore throat, muscle/joint aches, nausea, abdominal cramps or diarrhea in the past 72 hours?	Yes	No	_____
b. Have you used any medication to control a fever, chills, cough, difficulty breathing, conjunctivitis, or flu-like symptoms such as headache, sore throat, muscle/joint aches, nausea abdominal cramps or diarrhea in the past 72 hours?	Yes	No	_____
c. Has it been 10 days or less since your symptoms first appeared?	Yes	No	_____
d. Have you been tested for COVID-19? If yes: Results: _____	Yes	No	_____
2. Have you had close contact with someone displaying symptoms of COVID-19 or who was diagnosed with COVID-19 in the last 14 days? If yes:	Yes	No	_____
a. When was your last contact with that person? _____			

Date of the last day that you worked: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_

Medical Practitioner's Name: \_\_\_\_\_

**(If an employee answers "yes" to any of the questions above, follow MG-5 guidelines regarding RTW and/or consult with a high-level medical practitioner to make a RTW determination.)**



#### IV. Revision History

Copies of previous documents are retained on file. Contact GM Global Medical Governance Manager to obtain prior versions of this procedure.

<b>Change Date (mm-dd-yy)</b>	<b>Summary of Revisions Made to the Previous Version</b>	<b>Changed By</b>
3-11-20	Appendix E Flowchart added	Jeffery Hess
3-18-20	Process step clarifications. Added Appendix F.	J. Hess
3-30-20	Revised Step 4 to include RTW instructions. Added step 9 and 10 outlining RTW process. Revised Appendix D and F.	S. Turley
4-15-20	Revised Step 7 to include if the employee had contact with an individual who has a confirmed or suspected case of COVID-19, instruct the contact to observe a 14-day isolation from work. Revised Step 9-10; added additional COVID-19 symptoms Revised Appendix D: added additional COVID-19 symptoms Revised Appendix F: added additional COVID-19 symptoms Added Appendix G: RTW Questionnaire Covid-19 Edition	S. Turley
5-13-20	Significant changes made.	S. Turley

Minor changes to the document should be detailed in the "Revision Comments" section of the table above. Significant changes made to the document do not need to be fully listed. Instead state "Significant changes made which require reading of the entire document".