

**Communicable Disease Epidemiology
and Immunization Section**

401 5th Avenue, Suite 1250
Seattle, WA 98104

206-296-4774 Fax 206-296-4803
TTY Relay: 711

www.kingcounty.gov/health

Date: 27 May 2020

To: King County Healthcare Facility Medical Directors, Healthcare Providers and Infection Control & Prevention Professionals

From: Jeffrey Duchin, MD, Health Officer, Public Health — Seattle & King County

Subject: Healthcare Facility Reporting of COVID-19 in King County Healthcare Personnel

COVID-19 in healthcare personnel (HCP) is an important indicator of community transmission and healthcare system preparedness. In order to obtain accurate and timely data on COVID-19 in HCP, in March 2020, Public Health- Seattle & King County requested King County healthcare providers report all COVID-19 cases in the following persons:

- All healthcare personnel (see definition below)
- Residents of skilled nursing or long-term care facilities
- Persons residing in other institutional settings (shelters, correctional facilities)
- Deaths associated with COVID-19

In order to improve timeliness and completeness of reporting, at this time Public Health is requiring acute healthcare facilities (ACF) to (1) report all COVID-19 cases in HCP to Public Health no less frequently than weekly by uploading an updated cumulative line list of its HCP employees who have tested positive for SARS-CoV2, and (2) immediately report suspected outbreaks among HCP by calling 206-296-4774.

ACFs are asked to upload their cumulative linelists via a secure HIPAA compliant REDCap form provided by Public Health (available at <https://redcap.iths.org/surveys/?s=8WEPYAMEDT>), using a provided Excel spreadsheet template. Key information to be included in the line list are:

- Unique identifier (e.g. employee number)
- Last name
- First name
- Date of Birth
- Phone number
- E-mail
- Onset date
- Worksite or Unit
- Occupation
- City and County of residence
- Hospitalized (Yes/No) if known
- ICU (Yes/No) if known
- Hospital where admitted (if known)

If you have questions about this request please email Tao Sheng Kwan-Gett, MD MPH, n-tkwangett@kingcounty.gov. For support with data submission e-mail Cdimms.Data@kingcounty.gov.

Definition of Healthcare Personnel (HCP): HCP include, but are not limited to, emergency medical service personnel, nurses, nursing assistants, physicians, technicians, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the healthcare facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the healthcare setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, volunteer personnel) and clinical laboratory personnel.