

## COMMUNICABLE DISEASE EXPOSURE REQUEST FORM COMPLETION INSTRUCTIONS

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The following are instructions for completing the County of Riverside Communicable Disease Exposure Request Form

### 1. EMPLOYEE INFORMATION, EXPOSURE DESCRIPTION, FIRST CARE, AND PATIENT INFORMATION SECTIONS

- a. These sections are to be completed by the emergency response employee's (ERE) immediate supervisor, or Designated Officer (DO), in cooperation with the ERE affected or a witness to the suspected exposure.
- b. The immediate supervisor shall **immediately** notify the DO of a suspected exposure and forward the Communicable Disease (CD) Exposure Request Form; with the first four sections as complete as possible, to the DO within eight (8) hours.

### 2. SOURCE PATIENT INFORMATION REQUEST SECTION

The DO must make a determination of whether there has been an exposure. He/She must do the following to DETERMINE IF AN EXPOSURE ACTUALLY TOOK PLACE:

- Contact the Infection Control Preventionist (ICP) at the source patient's hospital.
- Request an exposure determination from the ICP.
- Request assistance from the health officer (or designee) if unable to make exposure determination.
- Notify ERE that a request for exposure has been made to the source patient's hospital (this notification shall take place within 48 hours of the request).
- Submit the CD Exposure Request form to the ICP at the suspect patient's hospital.

### 3. HOSPITAL DETERMINATION

- a. The ICP confirms the exposure, and must respond within 48 hours of receiving the CD Exposure Request Form.
- b. The hospital ICP notifies the Department of Public Health, Disease Control Branch.
- c. The ICP returns the completed form to the DO.
- d. If there are pending tests or new information about the source patient's communicable disease status, the hospital staff is required to notify the DO and Public Health within the following time limits: Notification is required during a hospitalization for a maximum of 90 days. If a person is released earlier than 90 days from admission, notification is required for 30 days after discharge to a maximum of 90 days from admission date. If a patient is discharged and re-hospitalized, there is no provision of notification beyond those already stated.

### 4. FINAL DISPOSITION FOR ERE

- For Disease Control Use Only
- Designated Disease Control staff documents follow-up with ERE