COVID Employee Exposure Tracking

Viewing a Report and Tracking Data

1. Log in to https://redcapynh.ynhh.org and click COVID Exposure Tracking

2. Click on the report you'd like to view
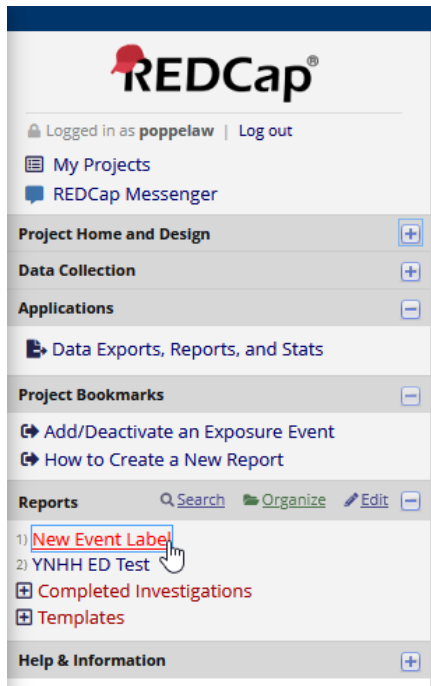

3. If you want to view or update a particular employee's data, **click the number under Record ID**

New Event Label

See status of employees according to exposure event

Record ID record_id	Select the label of the exposure event exposure_label	Manager Name and Title: mgrname	Manager Email: mgremail	Exposed Employee First Name: fname	Exposed Employee Last Name: lname	Exposed Employee Best Contact Phone Number: ph	Exposed Employee Email Address: email	Exposed Employee Hospital Affiliation: employee_affiliation	Exposed Employee Job Title: employee_job_title	Did the employee have a direct workplace exposure or is this part of a cluster investigation? cluster_inv_or_exposure	Exposure Risk Category risk_category	Exp Ris Cat risk cat mit
1 New Event Label - John Doe	New Event Label (New Event Label)	ock	test@noreply.com	John	Doe	(555) 867-5309	test@noreply.com	LMH (6)	Paper	Employee had direct workplace exposure (1)		Hig Ris
Event Label - Jane Doe	w Event Label (New Event Label)	Scissors	test@noreply.com	Jane	Doe	(555) 867-5309	test@noreply.com	WH (7)	Scissors	Cluster Investigation; Employee did NOT have direct workplace exposure (2)		
3 New Event Label - Bob Johnson	New Event Label (New Event Label)	Paper	test@noreply.com	Bob	Johnson	(555) 867-5309	test@noreply.com	SRC (4)	Scissors	Cluster Investigation; Employee did NOT have direct workplace exposure (2)		

4. Expand the **Data Collection** section to show the **Tracking** form, where you can update this employee's information
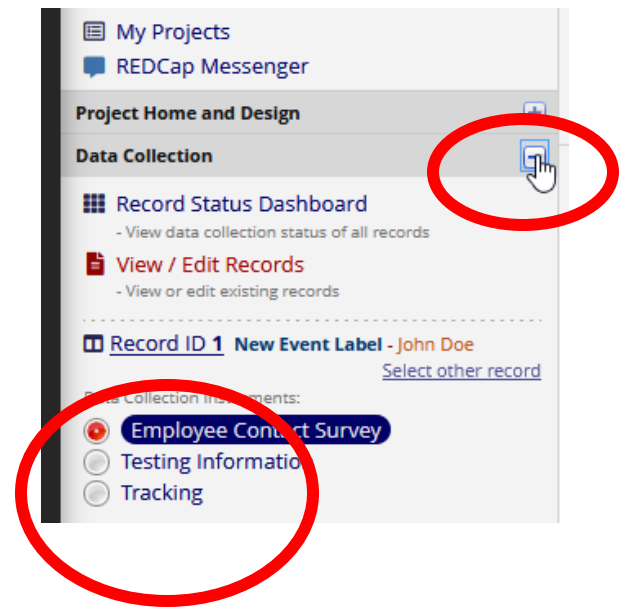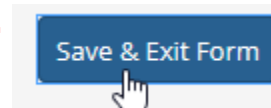

Example of updating test results:

📄 **Tracking**

✏️ Editing existing Record ID **1** **New Event Label** - John Doe	
Record ID	1
Employee Contacted? ⓗ	○ Yes ○ No ○ Pending
Employee Out of Work? ⓗ	○ Yes ○ No
Date of Baseline 1st Test ⓗ	[____] 📅 M-D-Y MM-DD-YYYY
Result of Baseline 1st Test ⓗ	[▼]
Date of 2nd Test ⓗ	📅 M-D-Y
Result of 2nd Test ⓗ	Ordered Pending **Positive** Negative
Comment ⓗ	

Make sure to save the form -> `Save & Exit Form`

✔️ Record ID **1** successfully edited