



Yale
NewHaven
Health



Yale Center for
Clinical Investigation

COVID Employee Exposure Tracking

Viewing a Report and Tracking Data

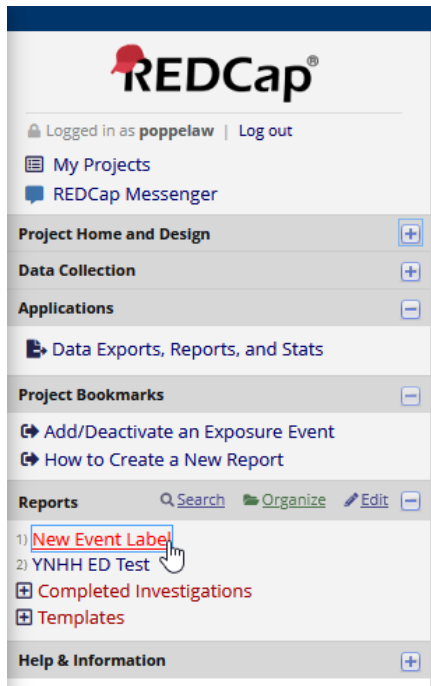
1. Log in to <https://redcapynh.ynhh.org> and click **COVID Exposure Tracking**



Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Reac](#) users still have access to your projects, visit the [User Access Dashboard](#).

My Projects Organize Collapse All Filter projects by ti			
Project Title	Records	Fields	Instr
COVID Exposure Tracking	91	53	1 fo 2 su
+ [My Hidden Projects] (7)			

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



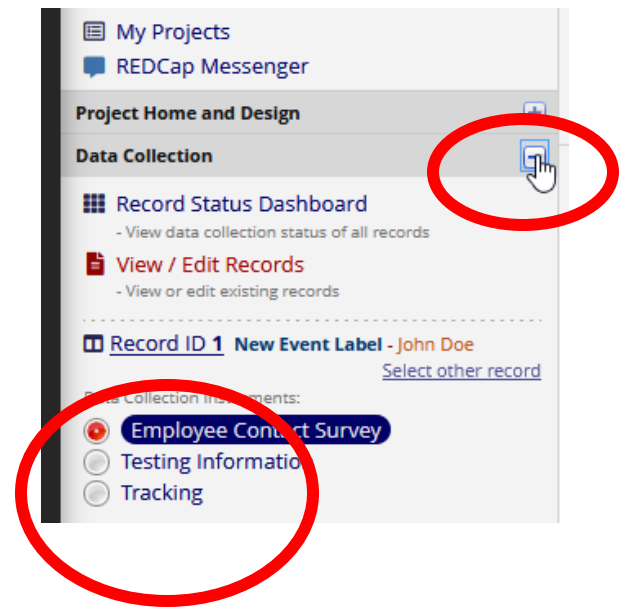
3. If you want to view or update a particular employee's data, click the number under Record ID

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	Exposure Risk Category risk_category
1 New Event Label - John Doe	New Event Label (New Event Label)	Rock	test@noreply.com	John	Doe	(555) 867-5309	test@noreply.com	LMH (6)	Paper	Employee had direct workplace exposure (1)		Hig Ris
2 New Event Label - Jane Doe	New 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:

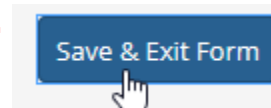
Tracking

 Editing existing Record ID 1 New Event Label - John Doe

Record ID	1
Employee Contacted?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending
Employee Out of Work?	<input type="radio"/> Yes <input type="radio"/> No
Date of Baseline 1st Test	<input type="text"/>  M-D-Y MM-DD-YYYY
Result of Baseline 1st Test	<input type="text"/> 
Date of 2nd Test	<input type="text"/>  M-D-Y
Result of 2nd Test	<input type="text"/> 
Comment	<input type="text"/>

The 'Result of Baseline 1st Test' dropdown menu is open, showing options: Ordered, Pending, Positive (highlighted), and Negative.

Make sure to save the form ->



✓ Record ID 1 successfully edited