

Employee Illness Tracking Tool Instructions

Summary

The *Summary* sheet will provide you with auto-tabulated data after entering data within the monthly tracking sheets. This sheet contains two tables and two charts. **All data on the *Summary* sheet automatically populates as data are entered on each monthly tracking sheet. Please do not manually delete or add data to these tables and/or charts as there are formulas associated with each table and chart.** The *Total Infection by Type* table displays the number of infections entered for each month. The *Total Infections by Staff Type* table summarizes the total number of infections by staff type. A chart is available immediately below this table summarizing this data. More information is available on page 3.

Monthly Tracking Sheets

Please begin a new line for each infection being tracked. You may enter an employee name more than once if more than one employee illness is being tracked.

EMPLOYEE INFORMATION

Title	Column	Instructions
Department/Unit	A	Indicate the unit/department where the employee is assigned. This field uses a drop-down that must be populated by a responsible staff member using the instructions below.
Employee Name	B	Indicate name of employee.
Job Title(s)	C	Indicate job title using drop-down list.
Symptoms	D	Indicate which symptoms the staff member is currently experiencing using the drop-down list. This column allows for multiple selections using the drop-down list. If a symptom is not found in the drop-down list, please indicate other.
Symptom Onset Date	E	Indicate the onset date of the employee's illness, if known. Please enter the date in the following format: mm/dd/yyyy
Date Illness Reported	F	Indicate the date that the employee illness is reported. Please enter the date in the following format: mm/dd/yyyy
Date of Last Shift	G	Indicate the date of the last shift an ill employee worked. Please enter the date in the following format: mm/dd/yyyy
Date Symptoms Resolved	H	Indicate the date symptoms resolved. Please enter the date in the following format: mm/dd/yyyy
Date Return to Work	I	Indicate the date that the employee returned to work in the following format: mm/dd/yyyy

EMPLOYEE ILLNESS TRACKING TOOL INSTRUCTIONS

Title	Column	Instructions
Employee Notes	J	Please enter any important notes regarding the employee illness events. This is a free-text field.

DIAGNOSTICS

Title	Column	Instructions
Diagnostic Performed? Y/N	K	Indicate if diagnostic tests have been performed (i.e., lab, x-ray, etc.).
Test Date	L	Indicate the test date of the diagnostic test. Please enter the date in the following format: mm/dd/yyyy. This cell can be left blank if unknown.
Type of Test	M	Indicate the type of diagnostic test used.
Specimen Source	N	Indicate the specimen source used to perform diagnostic using drop-down list.
Results	O	Enter the results of the diagnostic test using the drop-down list. If the diagnosis is not found in the existing drop-down list, please select "other" and explain in the "Diagnostic Notes" column (column Q). COVID-19 (Presumptive) Definition: A presumptive positive case has tested positive by a public health laboratory and is pending confirmatory testing at CDC.
Temperature (if applicable)	P	Please enter the employee's temperature, if applicable.
Diagnostic Notes	Q	Please enter any important information regarding the employee's diagnosis. This is a free-text field.

TREATMENT INFORMATION

Title	Column	Instructions
Treatment? Y/N	R	Indicate if the employee received treatment for the illness being tracked.
Treatment Type	S	Indicate the type of treatment an employee received using the drop-down list, if applicable.
Treatment Start Date	T	Indicate the start date of the treatment for the illness being tracked. Please enter the date in the following format: mm/dd/yyyy.
Treatment Notes	U	Please enter any additional information regarding the treatment that you feel is important. This is a free text field.

How to Add Departments/Units to Drop-down List

The Employee Illness Tracking Tool allows users to enter their own specific units and/or departments to an existing drop-down list. To do so, follow these instructions:

1. Locate the “Lookups” sheet immediately following the “December” tracking sheet. Click the sheet (Figure 1).
2. Locate the existing table titled “Department/Unit” in column H (Figure 2).
3. Click in cell H2 to begin entering department/unit names. To add additional departments/units to the list, press the “Tab” key to begin a new entry.
4. Repeat step 3 until all departments/units are entered (Figure 3).
5. All entries will now appear in each monthly tracking sheet’s drop-down list for Departments/Units.

Figure 1

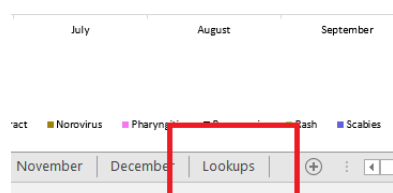


Figure 2

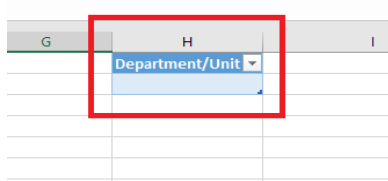
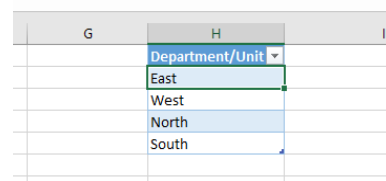


Figure 3



Printing of Data and Charts

Printing lengthy spreadsheets such as this can be difficult as they are often too long to fit on a single page. For this reason, we recommend using the Print Screen key or the Snipping Tool to capture screenshots of reports and data you are interesting in presenting.

- [Microsoft Support: Copy the window or screen contents](https://support.office.com/en-us/article/copy-the-window-or-screen-contents-98c41969-51e5-45e1-be36-fb9381b32bb7)
(<https://support.office.com/en-us/article/copy-the-window-or-screen-contents-98c41969-51e5-45e1-be36-fb9381b32bb7>)
- [Microsoft Support: Use Snipping Tool to capture screenshots](https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screenshots)
(<https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screenshots>)

Once you have an image of your screen, you are now able to save and print the image as is, copy and paste the image into other programs such as Word or PowerPoint, or include the image in a report with other data or images.

Encrypting an Excel File

To prevent others from accessing data in your Excel files, protect your file with a password:

1. Select File > Info
2. Select the **Protect Workbook** box and choose **Encrypt with Password**.
3. Enter a password in the **Password** box, and then select **OK**.
4. Confirm the password in the **Reenter Password** box, and then select **OK**.

***Note:** Microsoft and MDH staff cannot retrieve forgotten passwords, so be sure that your password is especially memorable.

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For technical assistance or to obtain this information in a different format, contact the Healthcare-Associated Infections and Antimicrobial Resistance Section at health.HAI@state.mn.us or 651-201-5414.