

## Needlestick/Occupational Exposures (including COVID-19 exposures) – Procedures and Reporting

### Procedures to follow:

#### Needlestick:

- If you have a needlestick, report in person to GWU Hospital Employee Health, Suite G1029 in the GWU Hospital during normal business hours for evaluation.

#### Covid-19:

- If you have a COVID-19 exposure, Tiger Text “MFA COVID-19 Consult” and explain the circumstances and follow their directions.

### Reporting:

#### Needlestick:

- File an incident report with University Risk Management using the online report form at this site:
  - <https://rmaprdgeorgewashingtonuniversity.dxc-ins.com/GWU%20Shell%20WebForm/Webform/Pagebuilder.aspx>
  - Complete and submit the form. Make a note of the confirmation number (EV....).
  - NOTE: **Chrome** is the recommended browser, but the form is also compatible with Internet Explorer and Firefox

#### Covid-19: You will need to file 2 online reports:

- File a report at this site: <https://forms.gle/5yMuvVWrpnvFUdcUA>
- File an incident report with University Risk Management using the online report form at this site:
  - <https://rmaprdgeorgewashingtonuniversity.dxc-ins.com/GWU%20Shell%20WebForm/Webform/Pagebuilder.aspx>
  - Complete and submit the form. Make a note of the confirmation number (EV....).
  - NOTE: **Chrome** is the recommended browser, but the form is also compatible with Internet Explorer and Firefox

### Frequently Asked Questions when completing the University Risk Management form:

- *What is the best internet browser to use?*  
Chrome is recommended, but the form is also compatible with Internet Explorer and Firefox.
- *What should I do for Academic/Admin?*  
Click on the magnifying glass, and select the following:
  - Academic from the Academic/Admin options
  - School of Medicine and Health Sciences (under the School/Division options)
  - The Department field will automatically populate when you select the magnifying glass
- *For reported injuries, what email address should I enter under “Employee’s Email Address” at the end of the webform?*  
Input the e-mail address for Mary Tucker ([mtucker@gwu.edu](mailto:mtucker@gwu.edu)).  
Please contact Risk Management if you have any other questions.
- **Note: Please complete all sections of the form, including your SSN**

### Procedures to follow if you have a needlestick occupational exposure after business hours or at another hospital:

- If exposure or injury occurs after business hours:

- report to GWU Emergency Department, then complete the above steps
- report to GWU Hospital Employee Health in person the next business day
  
- If at another hospital:
  - report to their ED or Employee Health as required, then complete the above steps
  - report to GWU Hospital Employee Health in person the next business day with lab results and source patient documentation
  
- If you receive a bill for services, submit it to the GME Office as soon as possible

**NOTE:** The GME **Policy on Resident Occupational Exposure** is on the GME website:

[https://smhs.gwu.edu/sites/default/files/Occupational%20Exposure\(1\).pdf](https://smhs.gwu.edu/sites/default/files/Occupational%20Exposure(1).pdf)

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