

WHEN AN EMPLOYEE IS EXPOSED TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

EMPLOYEES: In accordance with the Employee Screening form, notify your supervisor before reporting to work.

SUPERVISORS:

Confirm that the exposure meets the close contact definition: (15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual.)

Confirm that the employee is not experiencing any symptoms.

If the employee is eligible for telework:

Instruct them to telework for the next 14 days

Instruct them to avoid any trip to the work location during that time.

Instruct them to continue to monitor their temperature and contact their medical provider if symptoms develop

Instruct them to notify you if they are tested and receive a positive result.

If the employee is not eligible for telework:

In addition to the standard precautions listed on the employee screening form:

Instruct the employee to wear a mask at work at all times while in common areas. This will be required of any employee who has been exposed.

Instruct the employee that they must record their temperature each morning and prior to leaving work at the end of the day. A log should be provided with the employee's name and a place to log the date, time, a.m/p.m, and their temperature.

If at any time the employee's temperature reaches 100.0, they should contact their medical provider for further instruction and notify the supervisor of the result.

Employees who choose to observe a quarantine due to exposure will utilize annual leave, compensatory time, or accrued holidays. Sick leave is not approved for quarantine.