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Quick Reference for Handling of Employees with Possible COVID-19

This guide is designed to serve as a reference for any employee who **believes he or she has been exposed to a person who is symptomatic or has been diagnosed with or tested positive for COVID-19.**

Determine whether the employee has had an exposure with a person who has the virus:

- Was the employee **within six feet** of the person who is suspected of having COVID-19

AND

- Was the exposure to the person **prolonged** – defined as more than fifteen minutes in duration?

AND

- Was there any type of **barrier** (masks, shields, plastic or glass panels) between employee and the person with the virus?

OR

- Did employee come into direct contact with the respiratory droplets of a known infected person?

If the employee was within six feet of the known positive person, for a prolonged period of time without any type of barrier, or was in direct contact with the bodily fluids of an infected person, the employee may have been exposed to the virus, follow the procedure under #2 of the attached protocol

Any employee with **symptoms consistent with COVID-19** – shortness of breath, fever or chills, coughing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting:

- Send home immediately (Confirm employee has the resources to quarantine)
- Assist with scheduling testing
- Follow up with employee to confirm whether +/- for the virus
- alert all other employees the positive employee had contact with in 48 hours preceding symptoms or diagnosis. (Keep employee's name confidential)

Return to work will be based on test-based or time-based procedure as determined by Work Wellness, under #3 of the attached protocol

Any employee **testing positive for Virus but has no symptoms:**

- Send home
- alert all other employees the positive employee had contact with in 48 hours preceding symptoms or diagnosis

-Return to work using test-based or time-based procedure determined by Work Wellness under #4 of the attached protocol

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