# An Employee has Symptoms

1. Employee will be sent home
2. Employee should call their healthcare provider before seeking treatment unless it's an emergency.
3. Employee should follow doctor's guidance, stay home, and is not permitted to come to work until ALL of the following have occurred;
	* No fever for at least 72 hours (without the use of fever reducing or symptom reducing medication)
* Other symptoms have improved (ie. Cough or shortness of breath)
* At least seven days have passed since symptoms first appeared.
1. Shut down employee's direct work area and any other identified areas
2. Clean the areas as appropriate.
3. Discuss with onsite nurse if additional steps or notifications are necessary.

# An Employee Tests Positive for COVID-19

1. Employee notifies their manager and HR
	1. NOTE: HR team members should be the only ones with knowledge of details surrounding a positive case. If an employee alerts a manager or another employee, that person must instruct the employee to contact HR, and no other information may be disclosed to anyone other than HR. HR should be the only department relaying information.
2. HR works with the employee to identify people they were in contact with (less than 6 feet) for the last five days
3. Communication delivered to those individuals

### Communications Template

*On {date], <company name> was notified that an employee or member of an employees' immediate household tested positive for the COVID-19 virus. We reviewed with the employee the names of the individuals who he/she was in close contact with (closer than 6 feet) in the past five (5) days at our site. You were one of the individuals identified in this group.*

*Immediate actions:*

* *We ask that you work remotely or stay home for a two-week quarantine period as advised by the CDC.*
* *Monitor for potential symptoms of COVID-19 and seek medical assistance as appropriate.*
* *Return to work after the two-week quarantine assuming you are not/ have not exhibited any symptoms and have not had direct contact with another individual that has tested positive for COVID-19.*
	+ *If current/ past symptoms - do not return to work until you have been symptom free for 24 hours without the use of any medications.*
	+ *If you have been in direct contact with someone who has tested positive for COVID-19, contact Human Resource to determine appropriate next steps.*

*For reasons of privacy and confidentiality we are not sharing the name of the employee directly impacted. We are working with this employee to communicate the benefits and support available on behalf of <Company Name> for a full recovery during this challenging time.*

*We thank all employees for their cooperation and understand i ng during these times. As we move forward, we encourage employees to contact Human Resources with any concerns or questions.*

1. Identified individuals must be sent home to quarantine and are not permitted to come to the office through the full period
	1. Employee should contact healthcare provider to seek guidance (ex: 14 days)
	2. After quarantine, employee may return assuming no symptoms
	3. Employee should work with HR and manager regarding work available from home and / or leave options.
2. HR works with maintenance to have cleaning company sanitize/ deep clean the area(s) as appropriate
	1. Close off areas used by the ill person {bathrooms, common areas, workstations) and wait as long as practical before beginning cleaning to minimize potential for exposure to respiratory droplets. If possible, 24 hours.
	2. Open outside doors and windows to increase air circulation.
	3. **CDC Guidance: PPE**
		1. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
		2. Gloves and gowns should be compatible with the disinfectant products being used.
		3. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
		4. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
		5. Gloves should be removed after cleaning a room or area occupied by ill persons.
		6. Clean hands immediately after gloves are removed.
	4. **CDC Guidance: Cleaning**
		1. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
		2. For disinfection, diluted household bleach solutions, alcohol solutions with at least
		3. 70% alcohol, and most common EPA-registered household disinfectants should be effective.
		4. Diluted household bleach solutions can be used if appropriate for the surface.
		5. Follow manufacture r's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against corona viruses when properly diluted. Prepare a bleach solution by mixing:
			1. 5 tablespoons (1/ 3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
		6. Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
		7. For soft {porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
			1. If the it ems can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
			2. Otherwise, use products with the EPA-approved emerging viral pathogens that are suit able for porous surfaces.
		8. Clean and disinfect spaces in order to avoid further spread of COVI0-19
3. HR briefs CEO for stakeholder and owner awareness.
4. HR contacts Department of Homeland Security, and OHS helps as necessary
	1. Contact #: 608 -266-1865
5. HR communicates with the entire company via <insert method> regarding the situation and next step guidance.
	1. Maintain confidentiality, follow HIPAA regulations

### Communications Template:

*We have been notified that one of our employees has been diagnosed with the novel*

*coronavirus, also known as COVID-19. As such, employees working at [department or*

*location) may have been exposed to this virus. According to the Centers for Disease*

*Control and Prevention (CDC), the virus is thought to spread mainly between people*

*who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience*

*symptoms of respiratory illness (fever, coughing or shortness of breath), please*

*inform human resources at <contact number or email> and contact your health care*

*provider. <Company> will keep all medical information confidential and will only*

*disclose it on a need-to-know basis.*

*<Company> is taking measures to ensure the safety of our employees during this*

*coronavirus outbreak, including:*

* *Disinfecting effected workspaces in the facility*
* *Implementing temperature testing for all employees*
* *[Provide guidance on plant closure/reopen}*

*Employee will be required to follow the doctor's guidance, stay at home, and not permitted to return until the doctor's release.*