



SUBJECT: COVID-19 Employee Tests Positive Protocol	EFFECTIVE: May 2020 REVISED: November 2022
	CROSS REFERENCE:

Purpose

To establish steps for responding when an employee tests positive for the coronavirus based on the U.S. Centers for Disease Control and Prevention’s guidance.

Expectations

Staff who test positive for COVID-19 will follow the below protocol to minimize risk to others.

Protocol

Response for Symptoms

- Employees who have COVID-19 symptoms (i.e. fever, cough or shortness of breath) should notify their supervisor and stay home.
- Employees who appear to have symptoms upon arrival at work or who become sick during their work shift should leave the workplace.
- Sick employees should follow CDC isolation guidelines which include five days of isolation followed by five days of wearing a high-quality face covering.

Response if Employee Tests Positive

- Contact supervisor to inform of positive test result.
- Identify where the infected employee worked, as well as those individuals (including co-workers, visitors, and vendors) the infected employee came into close contact with during the 48 hours prior to testing positive or first displaying symptoms. The CDC defines close contact as a person that has been within six feet of the infected employee for a prolonged period.
- Alert those who have come into close contract with the infected employee as soon as possible. Employees in close contact should self-monitor for symptoms and wear high-quality face coverings while in the workplace for ten days after exposure.

Responsibilities

Staff: Notify supervisor of positive test results and/or if symptoms develop.

Supervisor:

- Identify potential close contacts and exposures; notify individuals as needed.
- Ensure confidentiality of health conditions.