**EMPLOYER RESPONSE CHART**
**FOR COVID-19 POTENTIAL EXPOSURE/SYMPTOMS**

**COVID-19 Potential Exposure or Symptoms**

- Employee tests positive for COVID-19 without symptoms
  - Contact HR - Employee sent home
  - Record temperature and symptoms twice a day and look for symptoms
  - Can return to work after 10 days have passed since test

- Employee tests positive for COVID-19 with symptoms
  - Contact HR - Employee sent home
  - Record temperature and symptoms twice a day for later reporting
  - Can return to work after ten days since onset of symptoms AND 24 hours fever free without fever-reducing medication AND symptoms have improved

- Employee experiencing COVID-19 symptoms
  - Employee sent for COVID-19 test
  - Can return to work after 24 hours fever free without fever-reducing medication AND symptoms have improved
  - Contact HR - Employee returns to work

- Close Contact** with person who tests positive for COVID-19
  - Contact HR - Employee sent home
  - Record temperature and symptoms twice a day for later reporting
  - Close Contact** with persons with COVID-19 symptoms
  - Contact HR - Employee sent home

- Close Contact** with persons with COVID-19 symptoms
  - Contact HR - Employee sent home

- COVID-19 test results are?
  - COVID-19 test results?
    - Positive Test
      - What are the COVID-19 test results?
        - Yes
          - Does Employee have COVID-19 symptoms?
            - Yes
              - Contact HR - Employee returns to work
            - No
              - Employee must be cleared by Human Resources to return to work
            - No
              - Can return to work after 7 days with no symptoms and negative COVID-19 test OR 10 days from the last date of Close Contact with no symptoms and monitor for symptoms through day 14
        - Negative Test
          - Contact HR - Employee returns to work
    - Negative Test
      - Can return to work after 7 days with no symptoms and negative COVID-19 test OR 10 days from the last date of Close Contact with no symptoms and monitor for symptoms through day 14

**COVID-19 Symptoms**
- Fever over 100.4
- Fatigue
- Loss of appetite
- Shortness of Breath
- Sore Throat
- Headache
- Loss of smell or taste
- Congestion or runny nose
- Nausea
- Diarrhea


** Close Contact = Within 6 feet, for cumulative 15 minutes or more in 24 hour period, within 48 hours of the person showing symptoms

If you feel you are in a high risk category, please contact HR.

Disclaimer: The recommendations and opinions provided by strategic HR, Inc. are based on general human resource management fundamentals, practices and principles, and are not legal opinions, medical opinions, or guaranteed outcomes. We strongly recommend, as part of a team approach to management, that clients consult with legal counsel of their choice to address legal concerns related to these issues.

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**Employee Tests Positive for COVID-19**

- Determine who employee has been in contact with at workplace
- Determine locations that employee could have contaminated – work locations and customer sites
- Ask Employee if they allow release of their name to other Employees
- Company communication to appropriate personnel (with or without Employee name)
- Use Contact Tracing*** guidelines to define potential exposure
- If present at work in last 14 days, conduct sanitization procedures within potentially affected areas ****
- Return to work following current CDC guidelines

**Employee Loss Due to COVID-19**

- Employee dies from COVID-19 disease
- Company communication concerning the loss
- Provide access to grief counseling as needed through insurance or other service
- Leaders and HR team to increase visits to affected groups

**Close Contact** means being within 6 feet of an exposed person for cumulative 15 minutes or more in 24 hour period within 48 hours of their symptoms appearing.

**Examples:**
- Live in same household
- Intimate partner
- Rode in same car while person was infectious
- Had direct physical contact with someone sick (hugged, kissed, touched)

The infectious period begins 2 days before symptoms are visible or for an Asymptomatic individual, 2 days before the collection date of a positive COVID-19 test.

**Employees in Special Categories**

- **Q: If the employee is pregnant**
  Employee should continue to work and maintain social distancing standards. Follow health care provider written recommendations.

- **Q: If the employee is Immunocompromised (e.g., on immune-suppressants, active hematologic malignancy)**
  Employee should continue to work and maintain social distancing standards. Follow health care provider written recommendations.

- **Q: If the employee is > 60 and has medical comorbidities (e.g., cardiovascular disease, pulmonary disease, diabetes)**
  Employee should continue to work and maintain social distancing standards. Follow health care provider written recommendations.

- **Q: If the employee reports cohabitation with a person who is immunocompromised (e.g., on immune-suppressants, active hematologic malignancy)**
  Employee should continue to work and maintain social distancing standards. Follow health care provider written recommendations.

*** CDC Guideline for Contact Tracing for COVID-19

**** CDC Guideline for Cleaning and Disinfecting

Modified: 12/3/2020