Employee and Supervisor Interaction in three COVID Exposure scenarios.
This document expires on 8/15/2020

COVID POSTIVE§	COVID Exposure‡	Secondary COVID Exposure[†]
• Do NOT go to work • Contact Supervisor • Follow CDC/ADH guidelines for self-quarantine (14 days after exposure) or until you receive a negative test if past the 14 days and still positive • Consult and follow PCP healthcare guidelines • Follow CDC/ADH guidelines for isolation • Provide COVID positive test results to supervisor • Provide return-to-work document from PCP or ADH to supervisor (or consult ADH) and develop a return-to-work plan • Return to work when approved by supervisor	• Do NOT go to work • Contact Supervisor • Follow CDC/ADH guidelines for self-quarantine (14 days after exposure) • Consult PCP and seek COVID test • **If COVID positive, see guidelines in COVID POSITIVE column** • If COVID negative, continue self-quarantine for 14 days after exposure or current CDC/ADH guidelines • After 14-day quarantine is complete, contact supervisor to develop a return-to-work plan • Return-to-work when approved by supervisor	• Do NOT go to work • Contact Supervisor • Return to work when approved by supervisor
§Definition: a positive test for COVID-19 confirmed by ADH and/or lab notification.	‡Definition: ≥15 minutes close contact (< 6 ft) with a person that has tested COVID+ or is being tested for COVID and is awaiting test results. CDC definition at https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html	[†]Definition: ≥15 minutes close contact (< 6 ft) with a person that has been in close contact with a person who tested COVID+. Secondary Exposure is a term developed for internal use; NOT A CDC/ADH term.

Instructions for Supervisors

COVID POSTIVE§	COVID Exposure‡	Secondary COVID Exposure†
- Do not share names of individuals involved with other employees - Inform HR and unit head immediately to vet the response plan - Instructions to employee: ➢ Do not return to work until further instructions ➢ Begin CDC/ADH guidelines for self-quarantine (14 days after exposure) ➢ Provide COVID positive test results to supervisor ➢ Provide return-to-work letter to supervisor ➢ Return to work only after approved by supervisor - Contact tracing: Work with the employee to establish a list of employees who received primary and secondary exposure. Follow COVID Exposure instructions for each affected employee - Facilities: May require a temporary facility closure or complete cleaning and disinfecting	- Do not share names of individuals involved with other employees - Inform HR and unit head immediately to vet the response plan - Instructions to employee: ➢ Do not return to work until further instructions ➢ Begin CDC/ADH guidelines for self-quarantine (14 days after exposure) ➢ Consult PCP and seek COVID test ➢ Contact supervisor as soon as test results are available ➢ Return to work only after approved by supervisor - Contact tracing: Work with the employee to establish a list of employees who received secondary exposure. Follow Secondary COVID Exposure instructions for each affected employee - Test results: ➢ Negative test: allow employee to return after the 14-day quarantine window ➢ Positive test: Follow COVID positive instructions - Facilities: May require a temporary facility closure or complete cleaning and disinfecting	- Do not share names of individuals involved with other employees - Inform HR and unit head immediately to vet the response plan - Instructions to employee: ➢ Do not return to work until further instructions ➢ Return to work only after approved by supervisor - Contact tracing: with secondary exposures, no further actions are necessary - Test results: ➢ Negative test: if tested, allow employee to return even if the return date is within the 14-day quarantine window ➢ Positive test: Follow COVID positive instructions
†Definition: ≥15 minutes close contact (< 6 ft) with a person that has been in close contact with a person who tested COVID+. Secondary Exposure is a term developed for internal use; NOT A CDC/ADH term.	‡Definition: ≥15 minutes close contact (< 6 ft) with a person that has tested COVID+ or is suspected of being COVID+. CDC definition at https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html	§Definition: a positive test for COVID-19 confirmed by ADH and/or lab notification. CDC disinfecting guidelines at https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html