




COVID-19

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**Coronavirus / COVID-19
Response Team**


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**Employee COVID-19
Positive Test Protocol**

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What We'll Cover Today

- The basics of Executive Order 2020-36
- What should we do when an employee tests positive for COVID-19?
- How do we clean or sanitize the workplace?
- When can an employee return to work?

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Executive Order 2020-36

Signed And Issued On Friday, April 3, 2020

- Another step to limit the spread of COVID-19 among employees who continue to work under Executive Order 2020-21 (i.e. critical infrastructure workers and workers needed for minimum basic operations)
- Requires employees who are permitted to go to work under Executive Order 2020-21 to stay home when they or their close contacts are at risk of spreading COVID-19—and prohibits punishment for doing so.

What Does It Require?

- Employees who test positive for COVID-19 or display **any** principal symptom of COVID-19 should stay home.
- Employees who have “close contact” with anyone who tested positive for COVID-19 or who has any principal symptom of COVID-19 should stay home.
- What protections do these individuals have?
 - Employers cannot discharge, discipline, or retaliate against an employee for staying at home for either of these reasons while the EO is in effect.

What Is Close Contact?

- Under the Executive Order, it is being within 6 feet of an infected individual or individual with a principal symptom for a “prolonged period” of time.
- CDC agrees but also includes having contact with infection secretions of an infected person (e.g. being coughed on).
- What are the principal symptoms?
 - Fever, atypical cough, and atypical shortness of breath.

How Long Must Employees Stay Home?

- Individuals who test positive or have a symptom:
 - Three days have passed since their symptoms have resolved (without using medication), **and**
 - Seven days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.
- Individuals who are exposed to a COVID-19 positive person or person with a symptom:
 - 14 days have passed since the last close contact with the sick or symptomatic individual, or
 - The symptomatic individual receives a negative COVID-19 test.

What Type Of Leave Do Employees Get?

- Can debit leave from employee's accrued paid leave, but not required.
- If no paid leave available, can be unpaid.
- Interaction with FFCRA paid sick leave.
 - Is this a "federal, state, or local quarantine or isolation order related to COVID-19?"
- Documentation
 - Cannot discharge or discipline employees for failing to provide documentation that they have a symptom of COVID-19 or have been exposed to someone with a symptom of COVID-19.
 - Interaction with FFCRA paid sick leave

What To Do When an Employee Tests Positive for COVID-19

Limit The Virus From Spreading Through The Workplace

- Work with the employee who tested positive and with state and local health officials to identify all other employees who were in “close contact” with the infected employee.
 - Reminder: close contact means either (a) being within six feet of a COVID-19 case for a “prolonged period of time” or (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
- Provide local and state health officials with the name and contact information of these other employees
- Do not disclose the name of the employee who tested positive

Quarantine

- Send home employees were in “close contact” with the employee who tested positive.
 - Local or state health department may require this step. This is consistent with CDC Guidance and EO 2020-36.
 - Explain to employees when they can return
 - 14 days after last close contact with infected employee per CDC Guidance and EO 2020-35.
 - Always follow recommendation of health department

Communicate With Other Employees

- **Inform**
 - *An employee (who will not be named) tested positive*
- **Reassure**
 - *Working with local health officials*
 - *Preventative steps to limit spread*
 - *Affirm importance of health and safety*
- **Explain**
 - *List COVID-19 symptoms*
 - *Provide instructions on what to do if employees become symptomatic*
 - *When applicable, reaffirm the importance of employer’s critical infrastructure work*

Clean

- Stop operations in the area where the infected employee worked + areas where those who interacted with him or her worked
- Cordon off any common areas (bathrooms, breakrooms, water coolers, time clock areas)
- Consider stopping all operations and cleaning or disinfecting the entire facility if employees worked or traveled throughout facility or it is not clear where the employees went.

Cleaning: CDC Recommendations

- Hard Surfaces
 - Step 1: Clean. Use detergent or soap and water
 - Step 2: Disinfect.
 - Most EPA-registered household disinfectants should be effective
 - Diluted household bleach solutions can be used (if appropriate for the surface)

Cleaning: CDC Recommendations

- Soft Surfaces
 - Clean as directed
 - If the item can be laundered, launder according to manufacturer's instructions using the warmest appropriate water setting
 - Don't "shake out" items to prevent virus from spreading

Cleaning: CDC Recommendations

- Electronics
 - Follow manufacturer's instructions for cleaning and disinfecting
 - Consider use of wipeable covers
 - If no manufacturer advice is available, considering using alcohol-based wipes or sprays with at least 70% alcohol

Positive Tests: Summary

- Limit
- Quarantine
- Communicate
- Clean

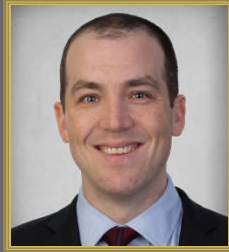
When Can Employees Return to Work?

Employees Who Have Tested Positive Can Return To Work When:

- No fever for at least 72 hours
 - (without the use of medicine that reduces fever)
- Other symptoms have improved
 - (cough or shortness of breath goes away)
- At least 7 days passed since first symptoms appeared – or – received two negative tests in a row, at least 24 hours apart

Employees Who Did Not Test Positive, But Were Near Someone Who Did Can Return To Work When:

- 14 days have passed since last close contact with employee, assuming:
 - No symptoms
 - No close contact with someone else who tested positive or had a COVID-19 symptom



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