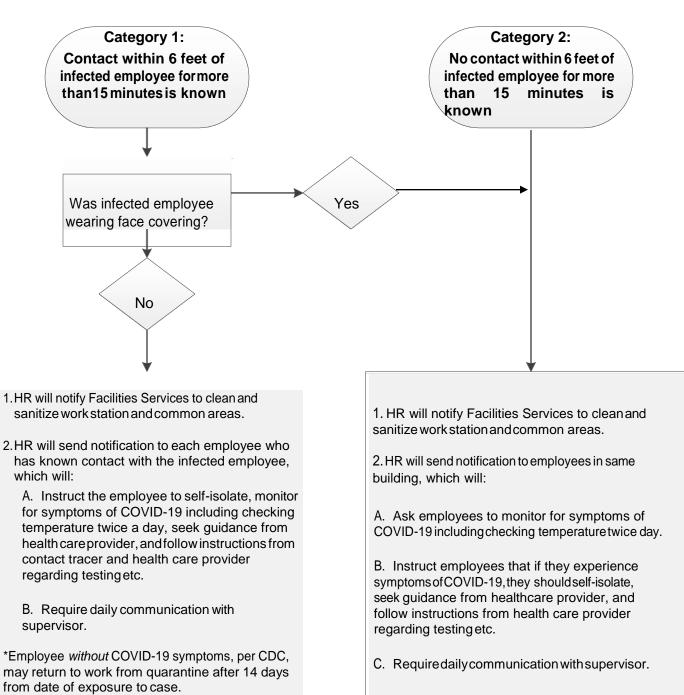# COVID-19 Positive Employee Test Notification Protocol

Individual (supervisor or HR) to whom an employee reports they have tested positive should discuss known work contacts, to determine if other employees fall into category 1 or 2. Report findings to HR.

Category 1:

Contact within 6 feet of infected employee for more than 15 minutes is known

Category 2:

No contact within 6 feet of infected employee for more than 15 minutes is known

Was infected employee wearing face covering?

Yes

No

1. HR will notify Facilities Services to clean and sanitize work station and common areas.

2. HR will send notification to each employee who has known contact with the infected employee, which will:

   A. Instruct the employee to self-isolate, monitor for symptoms of COVID-19 including checking temperature twice a day, seek guidance from health care provider, and follow instructions from contact tracer and health care provider regarding testing etc.

   B. Require daily communication with supervisor.

*Employee *without* COVID-19 symptoms, per CDC, may return to work from quarantine after 14 days from date of exposure to case.

*Employee *with* COVID-19 symptoms, per Wichita Falls-Wichita County Public Health District, may return to work after (HR will direct):
   1) 3 consecutive days being symptom free, and
   2) 14 days since symptoms first appeared.

*Employee *with* confirmed COVID-19 may return to work when they present a Letter of Work Return signed by the Wichita Falls-Wichita County Public Health District.

1. HR will notify Facilities Services to clean and sanitize work station and common areas.

2. HR will send notification to employees in same building, which will:

   A. Ask employees to monitor for symptoms of COVID-19 including checking temperature twice day.

   B. Instruct employees that if they experience symptoms of COVID-19, they should self-isolate, seek guidance from healthcare provider, and follow instructions from health care provider regarding testing etc.

   C. Require daily communication with supervisor.

*Employee *without* COVID-19 symptoms may continue to work as scheduled.

Rev: 08/03/2020