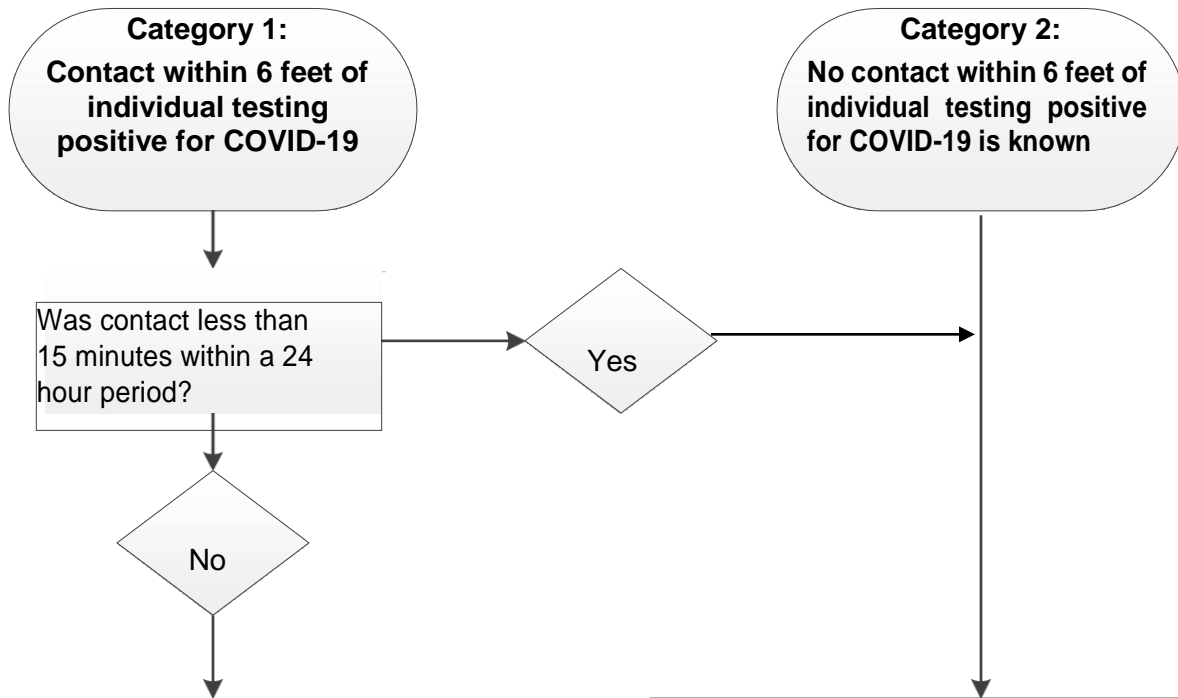


COVID-19 Positive Employee Notification Protocol

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.



1. HR will notify Facilities Services to clean and sanitize workstation and common areas.
2. HR will send notification to each employee who has known close contact with the infected employee, which will:
 - A. Instruct the employee to self-quarantine, 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 regular communication with HR and supervisor regarding return status and COVID-19 testing.

*Close contact employees *without* COVID-19 symptoms may return to work from quarantine after 10 days from date of exposure to case.

*Close contact employees *with* COVID-19 symptoms may return to work after:

- 1) 3 consecutive days being symptom free, and
- 2) 10 days since symptoms first appeared.

*Employees with confirmed COVID-19 symptoms may return to work after:

- 1) 3 consecutive days being symptom free, and
- 2) 10 days since symptoms first appeared, and
- 3) When released by the applicable health department or by the attending physician.

1. HR will notify Facilities Services to clean and sanitize workstation 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 a day.
 - B. Instruct employees that if they experience symptoms of COVID-19, they should self-quarantine, 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.

