



COVID-19 Exposure Protocol

PROCESS

COVID-19+ Tier 1

EXPOSED TO COVID-19+ Tier 2

EXPOSED TO AN EXPOSED COVID-19+ Tier 3

DEFINITIONS

COVID-19+: COVID positive person

EE: Employee

HR: HR mgr or a Senior Mgr

A person who has received a positive COVID-19 test result.

A person who has been in **close contact** with a confirmed COVID-19+ person, defined as contact with a positive person within six feet for at least 15 minutes, *regardless of PPE.*

A person who has been in close contact with a COVID-19 exposed person (Tier 2), but has not had close contact with a COVID-19+ (Tier 1).

IF PERSON WAS IN THE WORKPLACE, INITIATE CLEANING PROTOCOLS AND

Identify all locations the EE visited and identify all EEs with whom the COVID-19+ interacted.

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No additional steps need to be taken unless the exposed EE becomes COVID-19+.

WHO SHOULD BE NOTIFIED?

EE must notify supervisor or HR, who will notify all individuals identified to have had exposure to COVID-19+ EE at work.

EE must notify HR if exposed to COVID-19+ inside or outside the workplace. HR may notify other EEs that cleaning protocols in their workplaces is necessary.

Notification is not required.

IS QUARANTINE OR ISOLATION REQUIRED?

Yes. EE must quarantine and not return to work until the criteria below is met. Identify where exposure occurred. Designate appropriate leave.

Yes. Inform EE to self-isolate for 14 days from the date of last exposure and not return to the workplace. Designate appropriate leave.

No, quarantine or self isolation is not required. Remind EE to self-monitor and notify supervisor and HR if s/he becomes symptomatic.

WHEN CAN THE EMPLOYEE RETURN TO WORK?

If **symptomatic**, may return after at least 3 days with no fever, improvement to respiratory symptoms and 10 days since first symptoms.

If **asymptomatic**, may return 10 days after test.

As a general rule, EE may return after 14 days from date of last exposure or after receiving a negative COVID-19 test result following exposure. It is recommended that the test occur at least 3 days following exposure. As each situation may vary, all EEs who have been in close contact with a confirmed COVID-19+ person must notify their supervisor and HR to determine the appropriate steps.

EE may remain in the workplace, following social distancing and hygiene protocols.