COVID-19 PANDEMIC: PROTOCOL FOR SICK EMPLOYEES

WHAT TO DO IF AN EMPLOYEE IS SICK

Employee does not exhibit the symptoms of COVID-19

Employee monitors for symptoms, but may continue to work

Employee exhibits symptoms of COVID-19

Employee:  
- Goes/stays home  
- Informs their supervisor  
- Supervisor informs Human Resources  
- Seeks medical care  
- Gets tested for COVID-19

Human Resources:  
- Alert Corporate Pandemic Safety Officer

Employee tests negative for virus

Employee:  
- Returns to work after being cleared by a medical doctor or goes on sick leave  
- Calls Supervisor to inform of the test results  
- Supervisor informs Human Resources

Employee tests positive or is probable positive

Employee:  
- Goes/stays home  
- Seeks medical care  
- Informs their supervisor  
- Supervisor contacts Human Resources  
- Remains out of work for a minimum of 10 days from the date of the last positive diagnosis  
- Does not return to work until cleared by a medical doctor or is fever free for 24 hours

Corporate Pandemic Safety Officer:  
- Coordinates with relevant staff to ensure appropriate actions / investigations are taken

Company:  
- Quarantines all employees whose workspace is within 6 ft. of the sick employee with prolonged close contact, for 14 days  
- Cleans and disinfects the workspace of the sick employee or consultant, per CDC and OSHA guidelines (workers may reenter the area once cleaned)  
- Institute temperature screenings for all employees

Employee:  
- Seeks medical care  
- Calls Supervisor to inform of the test results  
- Supervisor contacts Human Resources

Employee:  
- Goes/stays home  
- Seeks medical care  
- Informs their supervisor  
- Supervisor contacts Human Resources

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WHAT TO DO IF AN EMPLOYEE HAD CONTACT WITH AN INDIVIDUAL CONFIRMED TO HAVE COVID-19

Contact was not close* or prolonged** and Employee is asymptomatic

No further action is taken. Employee to be advised to:
- Be alert for symptoms
- Watch for fever, cough, or shortness of breath
- Take temperature if symptoms develop
- Practice social distancing
- Maintain 6 feet of distance from others
- Stay out of crowded places
- Follow CDC guidance if symptoms develop

*Close is defined as less than six (6) feet. Examples of those who an individual may have close contact with include but are not limited to household members, intimate partners and those who they are providing care for without using recommended infection control precautions.

**Prolonged is defined as 15 minutes or more.

Contact was close* and prolonged**

Employee:
- Goes/stays home
- Informs their supervisor
- Supervisor informs Human Resources or Corporate Pandemic Officer
- Monitors themselves for symptoms over a 14-day period

Employee is still asymptomatic at the end of the 14-day monitoring period

Employee follows protocol for employees or who exhibit symptoms of COVID-19 (see page 1)

Employee develops symptoms

Employee:
- Returns to work after providing Human Resources with evidence of clearance from a medical doctor
- Human Resources informs the Corporate Pandemic Safety Officer

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