

Appendix 3

Sick Employee and Post-Employee Illness Procedures

POTENTIAL COVID-19 EXPOSURE

Category A

A worker has tested positive for COVID-19 or suspected but unconfirmed COVID-19 diagnosis. In this instance, assume the worker was on site two days prior.

District COVID team partners with site team to determine:

- Dates worker was on site.
- Areas in which worker was working.
- Others in direct/indirect contact with the worker.

Action items to contain spread of illness:

Staff

Infected worker

- Use the COVID Questionnaire to interview worker and advise worker to self-isolate for 14 days (see self-isolation guidance).

Workers who have had **direct contact** with the infected worker within the past 14 days need to leave the site/office and take measures to self-isolate for 14 days (see self-isolation guidance).

- If no symptoms occur over 14 days, worker may return to work; Worker must check in to site office prior to entering site.
- If the worker develops COVID or flu-like symptoms during isolation, direct worker to seek medical evaluation and self-isolate for 14 days (refer to guidance on self-isolation). Do not allow the worker to return to work until they have been fever-free for 72 hours prior to the return from self-isolation.

Workers who have had **indirect contact or no contact** with the infected worker within the past 14 days:

- Workers can continue working unless they develop flu like symptoms (cough, fever, and shortness of breath). If symptoms develop, complete COVID Questionnaire with worker. Direct worker to leave immediately and take measures to self-isolate for 14 days (see self-isolation guidance).
- Those who have not shown symptoms are to check in with supervisor each morning for 14 days prior to entering the site.

Site/Areas

- Assess which areas have been contaminated and perform additional cleaning.
- First option is to keep areas open and close off during cleaning.
- Ideally site remains open, but may be shutdown for a period if the risk of spreading the virus is unknown or uncertain.
- If 2 or more people are infected at one time (two-day period), the site is shutdown for at least 24 hrs. and a plan to deal with site is approved by DM.

Category B

A worker is showing flu like symptoms. In this instance, assume the worker was on site two days prior.

District COVID team partners with site team to determine:

- Dates worker was on site.
- Areas in which worker was working.
- Others in direct/indirect contact with the worker – refer to COVID Questionnaire for interviewing staff.

Action items to contain spread of illness:

Workers

Infected worker

- Use the COVID Questionnaire to interview worker and advise worker to self-isolate for 14 days (see self-isolation guidance).

Workers who have had **direct contact** with the worker showing flu-like symptoms within the past 14 days:

- Communicate with affected workers to let them know that a worker has not tested positive for the virus but has been exhibiting symptoms that lead us to believe a positive diagnosis is possible.
- Continue to work unless/until flu symptoms occur. If the worker develops COVID or flu-like symptoms during isolation, direct worker to seek medical evaluation and self-isolate for 14 days (refer to guidance on self-isolation). Do not allow the worker to return to work until they have been fever-free for 72 hours prior to the return from self-isolation.
- Those who have not shown symptoms are to check in with supervisor each morning for 14 days prior to entering the site.

Workers who have had **indirect contact or no contact** with the worker showing flu-like symptoms within the past 14 days:

- Workers can continue working unless they develop flu like symptoms (cough, fever, and shortness of breath). If symptoms develop, complete COVID Questionnaire with worker. Direct worker to leave immediately and take measures to self-isolate for 14 days (see self-isolation guidance).

Site/Areas

- Continue current hygiene practices.

Category C

A worker indicates direct exposure to someone confirmed to have COVID-19 or suspected but unconfirmed COVID-19 diagnosis within the past 14 days. In this instance, assume the worker was on site two days prior.

District COVID team partners with site team to determine:

- Dates worker was on site.
- Areas in which worker was working.
- Others in direct/indirect contact with the worker – refer to COVID Questionnaire for

interviewing staff.

Action items to manage potential exposure illness:

Workers

- Advise worker to self-isolate for 14 days (see self-isolation guidance).
- If no symptoms occur over 14 days, worker may return to work; Worker must check in to site office prior to entering site.
- If the worker develops COVID or flu-like symptoms during isolation, direct worker to seek medical evaluation and self-isolate for 14 days (refer to guidance on self-isolation). Do not allow the worker to return to work until they have been fever-free for 72 hours prior to the return from self-isolation.

Site/Areas

- Continue current hygiene practices

Category D

A worker indicates exposure to someone with flu like symptoms within the past 14 days. In this instance, assume the worker was on site two days prior.

Workers

- Continue to work unless/until flu symptoms occur; check in with supervisor each morning for 14 days prior to entering the site.
- If the worker develops COVID or flu-like symptoms during isolation, direct worker to seek medical evaluation and self-isolate for 14 days (refer to guidance on self-isolation). Do not allow the worker to return to work until they have been fever-free for 72 hours prior to the return from self-isolation.

Site/Areas

- Continue current hygiene practices.

COVID-19 SELF-ISOLATION GUIDELINES

- Stay home or in a comparable setting as much as possible for 14 days:
 - o Work from home/do not report to work.
 - o Only go to public spaces for necessities such as groceries and the pharmacy.
 - o Continue healthy, non-group activities like walking, hiking, jogging, cycling and other activities that maintain distance from other people.
- Don't gather in group settings.
- Avoid mass gatherings.
- Maintain distance (approximately six feet or two meters) from others.
- If you need to travel, use a private vehicle instead of taking buses, rideshares, flights, or other transportation that puts you in contact with other people.
- Continue to operate critical business functions, such as delivery of goods and operation of businesses, with social distancing and additional safety measures in place.

Community transmission is likely increasing across the state, so these measures are important to implement everywhere but are particularly urgent for communities that are already experiencing high rates of community transmission. If you are experiencing symptoms (cough, fever and shortness of breath), you must be isolated for at least 7-10 days after the onset of symptoms. **It is only safe to leave isolation if your symptoms are improving and you don't have a fever for 72 hours immediately prior to the end of your isolation. Isolation may be longer for individuals who have more severe illness.**



How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

In all cases, **follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider** and state and local health departments. Local decisions depend on local circumstances.