

Step-by-Step Checklist for When an Employee Tests Positive for COVID-19



- ✓ If an employee is confirmed to have COVID-19 or have a sick family member at home with COVID-19, they should notify HR as soon as possible.
- ✓ The employer should inform fellow employees of the possible exposure but maintain confidentiality, per ADA regulations. The employer should also contact their local health department for guidance.
- ✓ Ask employee to identify anyone they worked closely with in the prior 14 days (including customers and vendors).
- ✓ Update employees or any outside contacts of possible exposure and steps that are being taken to minimize risk.
- ✓ Determine if the employee can work from home or if the position will not allow for it.
- ✓ If employee cannot work from home or is too ill to do so, complete FMLA Certificate for employee.
- ✓ Evaluate your plans based on this employee's departure and how you can continue to run essential business functions with this employee not being able to work or in case you experience higher than usual absenteeism.
- ✓ Review list of cross-trained employees to assess who can step in to perform essential functions so the workplace can operate even if key employees are absent.



- ✓ Undertake a deep cleaning of affected workspaces, not limited to:
 - The employee's desk and workspace.
 - All frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Surfaces that are dirty should be cleaned using a detergent or soap and water prior to disinfection.
 - With disinfection, use EPA-registered household disinfectants following the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



- ✓ Remind employees of the following:
 - Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Follow best practices for hygiene:
 - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.



- ✓ If based in a shared building or area, notify building management so they can take any precautions they deem necessary.

Step-by-Step Checklist for Allowing Isolated Employees to Return to Work



People with COVID-19 who have stayed home (are home isolated) can stop home isolation under the following conditions:

If they will not have a test:

If they will not have a test to determine if they are still contagious, they can leave home after these three things have happened:

- ✓ They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
- ✓ Other symptoms have improved (for example, when their cough or shortness of breath have improved)
AND
- ✓ At least 7 days have passed since their symptoms first appeared

If they will be tested:

If they will be tested to determine if they are still contagious, they can leave home after these three things have happened:

- ✓ They no longer have a fever (without the use of medicine that reduces fevers)
AND
- ✓ Other symptoms have improved (for example, when their cough or shortness of breath have improved)
AND
- ✓ They received two negative tests in a row, 24 hours apart. Their doctor will follow CDC guidelines.