

## WHAT TO DO IF A WORKER HAD CONTACT WITH A CONFIRMED COVID-19 CASE?

### SCENARIO A:

#### No Close Contact

- Worker is asymptomatic
- Does not meet the definition of "close contact" in **Scenario B**

For example: If working on the same floor/hall but have not met the definition of "close contact" in **Scenario B**.

No further action is necessary.

### SYMPTOMS OF COVID-19 INCLUDE:

- Fever (100.0 or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### SCENARIO B:

#### Close Contact

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Worker is sent home by Supervisor. Associate Superintendent of HR and Director of HR should be notified. Process as needed FFCRA leave form with HR and Payroll.

Work with Supervisor to conduct remote work and communicate test results as applicable.

#### Positive Test Result

DIAGNOSED /  
CONFIRMED with  
COVID-19  
*See Sick Flowchart*

#### Negative Test Result

**NOT**  
DIAGNOSED with  
COVID-19  
*See Sick Flowchart*

#### Never Tested Develops Symptoms

Should seek medical attention and should remain away from work for 14 days.

DIAGNOSED /  
CONFIRMED with  
COVID-19  
*See Sick Flowchart*

#### Never Tested Asymptomatic

If worker develops no symptoms, they stay out of work for 14 days, the last 24 hours of which they must be fever free without medication.

**NOT** DIAGNOSED  
with COVID-19  
*See Sick Flowchart*

## SICK FLOWCHART : WHAT TO DO IF A WORKER IS SICK?

### SCENARIO A:

Worker is sick, but symptoms exhibited are not consistent with COVID-19.



Worker follows protocols consistent with company policy sick leave.

### SCENARIO B:

Worker is exhibiting symptoms consistent with COVID-19.



Contact on site Supervisor. Supervisor contact HR and Payroll for possible FFCRA leave processing.



Worker is sent home, seeks medical attention; and if deemed necessary, is tested for COVID-19. Worker should make employer aware of diagnosis, test results (if applicable) and follow direction of health care provider.



### Positive Test Result

Worker **IS** DIAGNOSED / CONFIRMED with COVID-19.



#### Worker:

- Stays home, self-isolates
- Remains out of work until:
  - at least 10 days have passed since positive test results, **AND**,
  - at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications, **AND**,
  - other symptoms have improved.
- Employer may require clearance from a health care provider to return to work.



#### Notifications:

- Follow established communications plan to notify workforce.
- Supervisor will Investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days.
- Clean and disinfect the area(s).
- Identify corrective actions, if any, that can be taken for the future.

### Negative Test Result

Worker is **NOT** DIAGNOSED with COVID-19 following a negative test and asymptomatic. Worker may return to work when the following conditions have been met.



A negative COVID-19 test is not currently a definitive indication of non-infection.

Worker **with** symptoms must remain at home until:

- at least 14 days have passed since symptoms first appeared, **AND**,
- at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications, **AND**,
- other symptoms have improved.

Worker **without** COVID-19 symptoms may return to work following protocols consistent with company policy sick leave and TEA guidance allows for employees to return to work before conclusion of the stay-at-home period (i.e. before they meet the above criteria) if: (1) they receive clearance from a medical professional due to an alternate diagnosis or (2) obtain an acute infection test at an approved testing location that comes back negative for COVID-19 and confirms another diagnosis.