

Process: Employee Tests Positive for COVID-19/ Develops Signs and Symptoms:		
✓	Steps/Actions	Additional Info/Guidance
	1. Obtain copy of tests results Notify Department of Health Send employee home to isolate	Obtain either from employee or entity who notified you of result such as health department if possible.  The employee's verbal notification of a positive test result is acceptable if unable to secure evidence of a positive test result.  Obtain the date(s) symptoms first appeared and the date(s) resolved in order to determine when the employee can return to work.
	2. Speak with employee and determine if they are:  a. Symptomatic (none, mild, moderate, severe)  b. Severely Immunocompromised	a. The employee's healthcare provider may also determine severity of symptoms  b. Chemo/cancer treatments, HIV infection, Immunodeficiency Disorder, etc. The employee's healthcare provider may also determine if employee is immunocompromised  Contact your Director of Clinical Practice if you are unable to determine immune status  <i>(See Return to Work Criteria and Tool)</i>
	3. Determine specific date of onset of symptoms or positive test results, whichever occurred first	This will determine if there are additional exposures
	4. Inform employee of time-off requirements, the date to return to work and need to speak with HR Specialists regarding pay/benefits	<i>Use the <a href="#">Return to Work Criteria and Tool</a> to determine employees time-off requirements</i>  <i>Contact your Regional HR representative with any additional questions</i>
	5. Notify HR Specialist	HR will discuss time off, PTO and other questions the employee may have
	6. Notify your Operation Leaders (Home Managers, DON, Staffing Coordinators, etc.)	Notify direct supervisors for schedule changes and staffing/assignments of job duties.
	7. Input employee into QuickBase Tracker	<i>See <a href="#">QuickBase Guide</a> for assistance</i>
	8. Determine if any patients/clients or other employees were exposed by employee.  If <b>true</b> exposure occurred: a. Notify employees that they have exposed b. Notify client/patient and their POA or guardian, if applicable, of exposure c. Instruct them to quarantine  <b>Do not reveal employee's name or other identifying information when notifying employees or clients/patients of exposure</b>	From the date of symptom onset or positive test, go back <b>48 hours</b> and identify any employees, clients /patients who:  Were within 6 feet or less of an infected person for a cumulative total of 15 minutes or more over a 24-hour period -starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the person is isolated.
	9. Update QuickBase Tracker when employee returns to work and close out incident	<i>See <a href="#">QuickBase Guide</a> for assistance</i>