

Process: Employee Tests Positive for COVID-19

This procedure has been developed to provide guidance when an employee tests positive for COVID-19.

Upon notification of a laboratory-confirmed positive COVID-19 test result

1. If not already at home, send employee home and notify Region HR support
2. ED/site manager logs the case in the [Company COVID-19 Tracker](#) under Employee Cases
3. ED/site manager notifies the Department of Health
 - a. [Local Health Departments Directory](#)
 - b. [State Health Departments Directory](#)
4. [Clean/disinfect](#) employee work area
 - Including phones, keyboard, mouse, printers/copiers, scanners
 - Dispose of any equipment that is easily replaceable
 - If pharmacy, clean equipment and automation (DOSIS, TCGRX, etc)
5. [Clean/disinfect](#) all common areas (lunchroom, break room, rest room, etc.)
 - Include all doors, door handles, counter tops, chairs
6. Determine and notify any close contact* with other employees, enter in tracker as noted above and follow direction regarding isolation, notifications, etc.
7. The following steps will be taken for any residential home where the staff has worked in the last two weeks:
 - a. Clients/residents will be entered in the [COVID-19 tracker](#). See also: [Isolation Procedure: Residential Client Tests Positive for COVID-19](#).
 - b. Confirm that all community outings have been canceled
 - c. ED will verify the house has sufficient supplies of PPE and cleaning supplies
 - d. Emphasis placed on cleaning and disinfecting protocols and PPE use/education in the home
 - e. Notify guardians and physicians of impacted clients
8. In addition to the above: the following steps will be taken for any other line of business (intermittent visits, workforce, pharmacy, etc.)
 - a. Notify Client or responsible family member who received care from the infected employee of potential exposure
 - b. Notify close customer contacts*

- c. Notify payer/case manager as applicable
 - d. Notify physician as applicable
9. The employee is to quarantine at home and is not permitted to return to work until all the following are met:
- At least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - At least seven days have passed since symptoms first appeared

AND

- 2 negative COVID-19 PCR tests separated by 24 hours or as otherwise released from quarantine by the public health department

*** “Close contact” is defined as:**

- a. Living in the same household as a person under investigation for or laboratory-confirmed COVID-19
- b. Caring for a sick person under investigation for or laboratory-confirmed COVID-19
- c. Being within 6 feet of a person under investigation for or laboratory-confirmed COVID-19 for 10 minutes or more
- d. Being in direct contact with secretions from a sick person under investigation for or laboratory-confirmed COVID-19 (e.g., being coughed/sneezed on, kissed, sharing utensils, etc).

See also: [Return to Work Criteria](#) to determine when it is appropriate to discontinue home isolation