

Process: Employee Tests Positive for COVID-19

This procedure has been developed to provide guidance for 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 (note, due to privacy concerns the name of the infected employee will not be disclosed to other employees), enter in tracker as noted above and follow directions 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. Exposed 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 of the exposure (without identifying the infected employee)
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. Refer to [Return to Work Criteria](#) to determine when the employee may return to work

***Note: "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. *Close contact is defined as someone who was 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.*
- 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