

## Process: Employee Tests Positive for COVID-19

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

Employees are required to notify their supervisor if:

- They have been exposed to COVID-19
- They have been diagnosed with or tested positive for COVID-19
- They have a fever above 100.0 without the use of fever reducing medications (e.g., Tylenol, etc)
- They answer “Yes” on the screening tool, indicating the presence of symptoms

If any of the above criteria are met, the employee is removed from the workplace and must remain out until they meet Return to Work Criteria

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. Within 24 hours of notice, employees who may have been exposed must be notified, including the date(s) of exposure. The name of the infected employee will not be disclosed
  - Notify employers of all contract staff who may have been exposed
7. The following steps will be taken for any residential home where the positive employee 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.* Within 24 hours, notify guardians and physicians of impacted clients of the exposure (without identifying the infected employee, their title or their contact information), including dates of potential exposure.
- 8. In addition to the above: the following steps will be taken for any other line of business (intermittent visits, workforce, pharmacy, etc.)
  - a.* Within 24 hours notify Client or responsible family member who received care from the infected employee of potential exposure. Without identifying the employee, their title or their contact information.
  - 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

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