

COVID-19 PROTOCOLS



Recommended Protocols When Employee/Customer Tests Positive for COVID-19

A compilation of information provided by NGA, CDC, OSHA & EPA

This guidance is not intended to replace or supersede federal, state, or local guidance or authority. It highlights key recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) on:

- Steps to Be Taken **When an Employee Tests Positive For COVID-19 Or Has Symptoms** Associated With COVID-19
- Steps to Be Taken **When an Employee/Facility Visitor/Customer Is Exposed** (In Close Contact) With an Individual Who Is Positive For COVID-19
- **Cleaning and Disinfecting Guidelines**

Steps to Be Taken When an Employee Tests Positive For COVID-19 Or is Presumed Positive Based on Symptoms Associated With COVID-19

For an individual who has symptoms associated with COVID-19 (i.e., fever, cough, and/or shortness of breath) or is diagnosed with COVID-19:

- If the employee is onsite at the facility, **send the employee home** immediately
- If the employee is at home, **do not permit the employee to come to work**

Employees who have not been tested but show symptoms of acute respiratory illness are **recommended to stay home and be excluded from work** until they are free of:

- **Fever** (100.4° F [38.0° C] or greater using an oral thermometer) and any **other related symptoms** (i.e., cough and/or shortness of breath) **for at least 3 days** (72 hours), without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)
- **AND at least 7 days have passed** since symptoms first appeared.
- Employees should **notify their supervisor**
- Encourage the employee to **contact their local health department** and seek medical attention upon initial appearance of symptoms

Employees with a COVID-19 positive test* who have stayed home (home isolated) may be able to return to work under the following conditions:

- **If employee will not have a test** to determine if they are still contagious, they **may be able to return to work** after these three things have happened:
 - **no fever** for at least 72 hours since recovery (that is three full days of no fever without the use medicine that reduces fevers) AND
 - other **symptoms have improved** (for example, when cough or shortness of breath have improved) AND
 - **at least 7 days have passed** since symptoms first appeared
- **If employee will be tested** to determine if they are still contagious, they **may be able to return to work** after these three things have happened:
 - **no longer have a fever** (without the use medicine that reduces fevers) AND
 - **other symptoms have improved** (for example, when cough or shortness of breath have improved) AND
 - **received two negative tests** in a row, 24 hours apart.

*For the most current CDC recommendations, see:

[CDC's What to Do if You are Sick](#)

- Contact other relevant third parties who may have been exposed – customers/vendors that came into **close contact** (defined in next section) with the employee.
 - Make an **OSHA record/report** if required. OSHA's recent guidance says such a report is required if:
 - There is a confirmed case of COVID-19;
 - It is contracted due to employee performing work-related duties; and,
 - It meets other standards for OSHA reporting (for example, more than one day away from work, or medical treatment beyond first aid)
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Steps to Be Taken When an Employee/Facility Visitor Is Exposed (In Close Contact) With an Individual Who Is Positive For COVID-19

- Identify potentially exposed individuals (e.g., **those that were in close contact** with the infected individual). ***Unless advised by local authorities, other individuals in the facility should not be considered high risk for infection, do not require special treatment, and may continue working as normal (after surfaces are cleaned and disinfected, as described below).***
- **Close contact** is defined by CDC as:
 - **within approximately 6 feet** (2 meters) of a COVID-19 case **for a prolonged period**; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; OR,
 - **having direct contact with infectious secretions** of a COVID-19 case (e.g., being coughed on)
- Short term exposure, such as walking past someone, is not “close contact”
- In accordance with Health Insurance Portability and Accountability Act (HIPAA) requirements, inform individuals of potential exposure.
- Working with local authorities and the individuals’ health care providers, consider if it is appropriate to take one of the following actions:
 - **at a minimum**, based on community transmission in that area, individual health factors, and other risk factors, **consider self-monitoring for symptoms** (e.g., cough, sore throat, shortness of breath and/or fever of 100.4° F [38.0° C] or greater using an oral thermometer) associated with COVID-19. More information can be found in the *CDC’s Guidance for Businesses and Employers* [here](#).
 - **If symptoms arise, contact employee’s local health department** and physician to determine next steps
 - In consultation with local authorities and **depending on the circumstances of exposure, consider the option of staying home for up to 14 days** since the time they may have been exposed or may have come in close contact with an infected individual.

The following links can be helpful in assessing risk:

- [Estimation of the asymptomatic ratio of novel coronavirus infections. March 2020. International Journal of Infectious Diseases](#)
 - [CDC COVID-19 Symptoms](#)
 - [Interim U.S. guidance for Risk Assessment and Public Health Management of Persons with Potential COVID-19](#)
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Allowing essential employees to work after exposure to COVID-19

According to the CDC, some personnel (e.g., emergency first responders) fill essential (critical) infrastructure roles within communities. Based on the needs of individual jurisdictions, and at the discretion of state or local health authorities, **these personnel may be permitted to continue work following potential exposure to SARS-CoV-2 (either travel-associated or close contact to a confirmed case), provided they remain asymptomatic.**

- Personnel who are permitted to work following an exposure should **self-monitor under the supervision of their employer's** occupational health program including taking their temperature before each work shift to ensure they remain afebrile.
- On days these individuals are scheduled to work, the employer's occupational health program could **consider measuring temperature and assessing symptoms prior to their starting work.** Exposed healthcare personnel who are considered part of critical infrastructure should follow existing CDC guidance.
- Clean and disinfect surfaces to limit employee contact. (see Cleaning and Disinfection Guidelines section below)
- Because transmission occurs from person to person, **a facility/location does not need to shut down as a result of an employee, visitor, or other individual testing positive for COVID-19** if the steps above are followed and the ill and potentially exposed individuals are appropriately addressed.

Cleaning and Disinfection Guidelines

- **As soon as an employee** is identified that has **tested positive for COVID-19 or has symptoms** associated with this virus, **clean and sanitize the facility** according to CDC guidance [here](#).
- **Existing** sanitation standard operating procedures (**SSOPs**) including cleaning and disinfection processes for food contact surfaces and processing equipment **should serve to mitigate the SARS-CoV-2 hazard and the potential spread of SARS-CoV-2.** With that said, other surfaces in the facility environment that are not routinely targeted in SSOPs may need to be targeted if the infected individual is known to have or could have come in close contact with them
- **EPA registered disinfectants** should be used – find the list [here](#).
 - **IMPORTANT:** Check the product label guidelines for if and where these disinfectant products are safe and recommended for use in food manufacturing areas or food establishments
- Special attention should be paid to **high contact surfaces** such as: doorknobs, touch screens, control panels, time clocks, tabletops, breakroom/cafeteria facilities, handrails, handwashing stations, and restroom facilities.