

COVID EXPOSURE GUIDE

PRIMARY

Employee or Student is diagnosed with COVID-19 or is considered a presumptive positive
QUARANTINE

Follow recommendations of health professionals. Employee or Student can only return to work or school after meeting *CDC's How to Discontinue Home Isolation* — (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>) 14 days of quarantine and 72-hours fever free with no medication, and your other symptoms have improved, or 2 negative tests completed 24 hours apart.

NOTIFY

Notify our direct supervisor. Your supervisor will engage the Re Open Committee and its protocol.

IDENTIFY employees or students who have been in DIRECT contact with you.

- Direct contact means being within 6 feet of the employee, or shared regular touch surfaces with the employee.
- Supervisor will refer team members to primary exposure steps.

CLOSE FOR CLEANING

Temporarily close the office /worksite to deep clean the spaces where the employee or student worked or studied.

Primary Exposure

Employee or Student has symptoms or is in direct contact with someone who has tested positive for COVID-19.

QUARANTINE

Employee or Student should quarantine for a minimum of 14 days and monitor their own symptoms. Employees should report if they have symptoms or if their contact tests positive for COVID-19. Employee may return to work following the *CDC How to Discontinue Home Isolation* (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>).

NOTIFY the following individuals:

Your Direct Supervisor

- The Re Open Committee

IDENTIFY team members who have been in DIRECT contact with you.

- Direct contact means being within 6 feet of the employee or student, or shared regular touch surfaces with the employee or student
- Supervisor will refer team members to Secondary exposure steps

CLEAN EMPLOYEE or STUDENT AREA

Deep clean the office /workspace where the employee or student worked or studied.

Secondary Exposure

Employee or Student is in direct contact with a Primary Exposure OR with someone who has shown COVID-19 symptoms.

NO QUARANTINE

Employee or Student should monitor their own symptoms and report daily to their supervisor. If they begin to have symptoms or if the primary exposure contact tests positive for COVID-19, employee or student should self-quarantine and follow Primary Exposure protocol.

NOTIFY the following individuals:

- Your Direct Supervisor
- The Re Open Committee

IDENTIFY team members who have been in DIRECT contact with you. Supervisors should notify these team members if the primary contact test positive.

- Direct contact means being within 6 feet of the employee for a period, or shared regular touch surfaces with the employee.

Tertiary Exposure

Employee or Student is in direct contact with a Secondary Exposure.

NO ACTION unless this employee or student moves to secondary exposure.

KEEP COMMUNICATION LINES OPEN PRACTICE SOCIAL DISTANCING & PERSONAL HYGIENE