DATE: November 18, 2020

Most Common COVID-19 Scenarios for Employers

Here are some common COVID-19 situations you likely face you as a Human Resources Professional. The following are general guidelines for you to consider as you build your COVID-19 Response Plan. Your response may depend on what state, county, or local municipality in which your business resides. We recommend that all of these questions be addressed and solutions agreed upon by your leadership team.

Definition of Exposure: Someone who was within 6 feet 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 patient is isolated.

CDC Exposure Guidelines:
*Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define "close contact;" however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.

Most Common COVID-19 Scenarios

1. *What is your company plan if/when an employee reports they have been exposed to an individual who is symptomatic or has tested positive for COVID-19 within the past 14 days?*

    Possible action
    1) *Send the employee home for quarantine per CDC guidelines*
    2) *Require the employee to be tested for COVID and quarantine while waiting for test results*

2. *An employee reports they have tested positive for COVID-19 and the company determines through investigation that the employee exposed other co-workers.*

    Possible action
    1) *Send all exposed employees' home for quarantine per CDC guidelines*
    2) *Notify all affected employees of exposure*
    3) *Require all exposed employees to be tested for COVID and quarantine while waiting for test results*
    4) *Sanitize / disinfect the workspaces per CDC guidelines*

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3. *An employee reports a positive test for COVID-19.*

   Possible action
   1) *Follow CDC quarantine guidelines for COVID positive employee*
   2) *Perform workplace investigation on contact tracing to determine if any workplace exposures have occurred*
   3) *Sanitize / disinfect the workspaces per CDC guidelines*

4. *Co-workers report that another coworker has symptoms.*

   Possible action
   1) *Investigate said employee for COVID symptoms*
   2) *Follow CDC quarantine guidelines for COVID symptomatic employee*
   3) *Require said employee to get a COVID test and quarantine while waiting for results*
   4) *Perform workplace investigation on contact tracing to determine if any workplace exposures have occurred*
   5) *Sanitize / disinfect the workspaces per CDC guidelines*

5. *An employee reports they have <u>symptoms</u> of COVID-19.*

   Possible action
   1) *Follow CDC quarantine guidelines for COVID symptomatic employee*
   2) *Require said employee to get a COVID test and quarantine while waiting for results*
   3) *Perform workplace investigation on contact tracing to determine if any workplace exposures have occurred*
   4) *Sanitize / disinfect the workspaces per CDC guidelines*

6. *Have you identified a healthcare/testing facility to direct employees to for COVID-19 testing?*

   Possible action
   1) *Contact testing facility and ask: What is the payment method for COVID testing? What is the expected turnaround time for results?*
   2) *First choice of testing facility*
   3) *Second choice of testing facility*

7. *After an employee is diagnosed with COVID-19, what is your return to work practice?*

   Possible action
   1) *Require a negative test to return to work*
   2) *Follow CDC time/symptom-free requirements for a return to work*

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8. *If an employee tests positive for COVID-19, what are you disinfecting and sanitation protocols?*

   Possible action
   1) *Follow CDC guidelines for cleaning and disinfecting*
   2) *Hire an outside contractor to clean and disinfect per CDC guidelines*

9. *If an employee has exhausted their 10-day EPSL, what accommodations, if any, is the company prepared to make?*

   Possible action
   1) *Consider all your paid and unpaid leave programs such as PTO, sick days, vacation FMLA, approved leaves of absence, floating holidays etc.*

THE MORNING BRIEFING

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