

**COVID-19 Positive Procedure**  
**Updated: October 22, 2020**

**Purpose:**

The following set of questions and guidance is intended to provide agencies with initial guidance on responding to an employee testing positive for COVID-19. This is not intended to replace interactions with DHR, but rather assist agencies in gathering the necessary information for DHR to appropriately inform and advise the agency of next steps.

**Information to Obtain from COVID Positive Employee:**

1. What date did the onset of symptoms occur?
2. Did the employee seek medical attention? If so, were they tested and what was the result of the test?
3. When was the last day they reported to the worksite?
4. Who did they come into contact with during the 48 hours prior to the onset of symptoms (or prior to the date of the swab for asymptomatic cases) through the last day they reported to the worksite? Include employee, vendors, contractors, and anyone else (i.e., do not limit to just state employees).
5. What was the nature of the contact? For example, was it “close contact<sup>1</sup>” which is defined as within 6 feet for 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 of isolation?

**Steps to Take:**

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<sup>1</sup> Visit <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> for additional definitions of close contact.

- a. All employees<sup>2</sup> identified as close contact 48 hours prior to the onset of symptoms (or 48 hours prior to the date of the swab collection for asymptomatic cases), should be referred for COVID-19 testing, and be sent home to self-isolate in accordance with [CDC guidance](#).
  - b. For all employees not in the above category, follow up with DHR to determine if any additional steps are necessary.
6. Were the employees wearing a mask, inside/outside, symptomatic /asymptomatic?

**Steps to Take:**

- a. Provide this information to the employee to provide to their medical provider.
  - b. Follow up with DHR to discuss agency's compliance with their return to work plan and discuss any necessary adjustments.
7. What area(s) of the building did the employee use for a "prolonged" period of time? (i.e. the employee's office or workspace where they are primarily based).

**Steps to Take:**

- a. Close off any areas used by the employee for prolonged periods of time and wait 24 hours before cleaning and disinfecting to minimize potential for other employees to be exposed to respiratory droplets. If the area cannot be closed for 24 hours, contact your local health district to determine alternative options. (P. 7 of DHR's [Return to Work and Stay Healthy Guide](#)).
- b. For areas that were not used for a prolonged period, follow the CDC cleaning and disinfecting recommendations. (P. 7 of DHR's [Return to Work and Stay Healthy Guide](#))

**Notification to Other Employees:**

Agencies are expected to maintain confidentiality in accordance with privacy laws by only disclosing minimally necessary information to those who have a need to know. Generally, agencies do not need to provide notification to employees who were not in close contact with an employee who tested positive for COVID-19. Additionally, agencies do not need to notify employees that another employee is being tested for COVID-19. The only notification that takes place is if an employee tests positive, in which case the agency would notify those individuals that the employee came into close contact with (while maintaining employee privacy). If an agency has an issue with employees gossiping and/or inappropriately discussing another employee's medical information, they are expected to counsel employees for inappropriate behavior and take additional steps as necessary if the behavior continues.

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<sup>2</sup> For non-employees, notify the individual's employer of their close contact so that their employer may determine appropriate next steps. If the non-employee tests positive, they may not return to the agency's worksite until their required quarantine period is complete.