

# COVID-19 Process for Employee Exposures

Steps a medical practice can take when an employee has an exposure, being tested or confirmed positive for COVID-19

Healthcare facilities, in consultation with public health authorities, should use clinical judgment as well as the principles outlined in this guidance to assign risk and determine need for work restrictions.

**IDENTIFY** all close contacts (within six feet for greater than 15 minutes) to an individual with confirmed or suspected COVID-19, beginning two days before the person became symptomatic or tested positive until last day of contact.

**Mitigation steps to take to Minimize Exposures**

**SEPARATE** all exposed employees from non-exposed employees.

**NO RISK:** No identified employees in contact with individual with confirmed or suspected COVID-19.  
**Disinfect and clean:** All workspaces that were potentially in contact with the individual being tested should be disinfected and cleaned following CDC criteria with an EPA-approved disinfectant.

**CDC Infection prevention and control for HCP**  
**LOW-RISK**  
**Recommend Self-Monitor**  
 Perform **self-monitoring** with delegated supervision until 10 days after the last potential exposure. Asymptomatic healthcare professionals (HCP) are not restricted from work. Employees in this category should:

- Pre-screen:** Check their temperature before reporting to work.
  - The HCP on days scheduled to work, must report fever and any symptoms consistent with COVID to designated person prior to showing up at work.
  - If afebrile and asymptomatic before leaving home, may report to work.
- Perform Regular monitoring:** Remain alert for symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat, sudden loss of taste or smell).
  - If they develop a fever (measured temperature  $\geq 100.0^{\circ}$  F or subjective fever) OR **symptoms** consistent with COVID-19, immediately self-isolate (separate themselves from others), and notify designated practice contact/manager to coordinate consultation and referral to a healthcare provider for further evaluation and **testing**.
- Wear a mask:** The employee should wear a face mask at all times while in the workplace for 10 days after last exposure.
- Social distance:** The employee should practice social distancing (six feet apart) as work duties permit in the workplace.
- Sick employees:** If the employee becomes sick or test positive, they should isolate immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms or tested positive if asymptomatic and two days prior to symptoms should be compiled. Others at the facility with close contact within six feet of the employee during this time would be considered exposed.

Were Employees in close contact with a person confirmed or suspected to have COVID-19?

Was appropriate PPE being used per CDC guidelines?

Are exposed employees Symptomatic?

As long as employee remains asymptomatic no work restrictions. Continue to follow infection prevention guidelines for low risk exposures.

**Employees do not have to quarantine.**  
 • Perform testing on day 2 after exposure and if negative repeat again 5-7 days after the exposure.

**Do not Exclude from work.**  
 • Counting exposure day as day 0, HCP test on day 1, day 3, day 5. As long as remains asymptomatic and negative do not have to restrict from work. If positive follow return to work criteria for HCP who test positive (see below)

**Exclude from work.**  
 • If HCP is unable to be tested can return to work after day 10 following the exposure (day 0) if they do not develop symptoms.

## CDC Return to work Criteria for HCP who test positive or develop symptoms consistent with COVID infection.

**For HCP who are symptomatic with mild to moderate illness:** exclude from work for 10 days if no testing or 7 days if resolution of fever without medications; improved symptoms, and two negative COVID test collected 48 hours apart. Countdown begins as day 0, starting with day of onset of symptoms.

**For HCP who are symptomatic with severe to critical illness:** exclude from work at least 10 days and up to 20 days since symptoms first appeared, and free of fever for at least 24 hours without any fever reducing medications; and symptoms have improved. Countdown begins as day 0, starting with day of onset of symptoms.

**For HCP who are asymptomatic:** return to work if 2 consecutive negative test results collected at least 48 hours apart or 10 days if testing not performed or positive test at day 5 - 7. Countdown begins at day 0, starting with first positive test.