

Situation	Protocol
<p><b>A.</b></p> <p><b>Employee tests positive for COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Send the employee home (or instruct them to remain home)               <ul style="list-style-type: none"> <li>• If able to work from home, they may continue to do so unless they are too sick to work</li> <li>• If unable to work from home, HR will determine the type of leave to be used</li> <li>• The employee may return to work if <b>ALL</b> of the following conditions are met:                   <ul style="list-style-type: none"> <li>• They have completed a 10-day isolation period, starting from the date of onset of symptoms <i>or</i> from date of testing if asymptomatic</li> <li>• Symptoms must be improving</li> <li>• At least 24 hours have passed since the last fever, without the aid of medication such as acetaminophen or ibuprofen</li> </ul> </li> </ul> </li> <li>2. Immediately notify the Regional Administrator or appropriate Director, who will notify the Deputy Commissioner of Child Health (Dr. Deborah Lowen) and the Director of Human Resources (Martha Shirk) of the positive (or presumed) positive test result and the following information:               <ul style="list-style-type: none"> <li>• Date the employee began having symptoms (if symptomatic)</li> <li>• When was the employee tested and when were the results reported?</li> <li>• Last date the employee was in the office</li> </ul> </li> <li>3. Begin the contact tracing process:               <ul style="list-style-type: none"> <li>• When was the employee last in the assigned work area? What span of time were they present at work within that time frame?</li> <li>• Exactly where did the employee go while on state property? (i.e. office, restroom, breakroom, etc.)                   <ul style="list-style-type: none"> <li>• Were they seated at a desk?</li> <li>• What was their typical route of travel around the workplace?</li> <li>• What equipment did they use (phone, computer, portable radio, keys, etc.)?</li> </ul> </li> <li>• Who did they talk to or interact with while at work last?                   <ul style="list-style-type: none"> <li>• How far apart were they standing or seated? (more or less than 6 feet apart)</li> <li>• How long did the interaction last? (more or less than 15 minutes)</li> <li>• Do they ride with anyone to or from the workplace?</li> <li>• Have they had contact with any DCS employees while not at work?</li> </ul> </li> <li>• Exactly when did the employee begin having symptoms?</li> <li>• When was the employee tested and when were the results reported?</li> </ul> </li> <li>4. Notify the RA or appropriate Director, Martha Shirk, and Dr. Lowen with the contact tracing results and a point of contact in case external cleaning is advised.</li> </ol>

Situation	Protocol
<p><b>B.</b></p> <p><b>Employee lives with someone who tests positive for COVID-19</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Employee has had close contact* with someone positive for COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Send the employee home (or instruct them to remain home)               <ul style="list-style-type: none"> <li>• The employee should remain home for 14 days after the last day of possible exposure. They should monitor themselves for development of any COVID-19 symptoms.**</li> <li>• Advise the employee they can get tested for COVID-19, but a negative test does not rule out infection that may develop within the 14-day quarantine period.</li> </ul> </li> <li>2. If the employee tests positive for COVID-19, follow steps listed above in section A.</li> <li>3. Notify the Regional Administrator or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>4. Continue with regular cleaning practices in the area</li> </ol>

\***Close contact** definition for COVID-19 = anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

\*\***Symptoms** of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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<p><b>C.</b></p> <p><b>Employee has been tested, but has not received a result</b></p>	<p>Was the employee tested due to the symptoms or close contact with a COVID-19 individual? If <u>yes</u>:</p> <ol style="list-style-type: none"> <li>1. Send the employee home (or instruct them to remain home) until their test results are reported. <ul style="list-style-type: none"> <li>• If able to work from home, ask them to continue to do so, unless they are too sick to work</li> <li>• If unable to work from home, HR will determine the type of leave to be used</li> <li>• The employee should report the results of the tests as soon as they are known</li> </ul> </li> <li>2. Notify the RA or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>3. If negative test results are received, employee may report back to work if their symptoms are improving and at least 24 hours have passed since the last fever, without the aid of medication such as acetaminophen or ibuprofen</li> <li>4. If positive results are received, see protocol A above</li> <li>5. If the employee was tested for another reason besides symptoms or close contact with a COVID-19 individual, they may continue working</li> <li>6. Continue with regular cleaning practices in the area</li> </ol>
<p><b>D.</b></p> <p><b>Employee has contact with someone who tested positive</b></p>	<p>Determine if the contact was 'close contact' (within 6 feet of the diagnosed individual for 15 minutes or more)</p> <ul style="list-style-type: none"> <li>• If yes, see section B above.</li> </ul> <p>If the contact was <u>not</u> 'close contact'</p> <ul style="list-style-type: none"> <li>• If the employee is not symptomatic, they may continue working</li> <li>• Continue with regular cleaning practices in the area</li> </ul>
<p><b>E.</b></p> <p><b>Employee has contact with someone who has been tested due to symptoms or contact with a COVID-19 positive person, but results have not been received</b></p>	<p>Determine if the contact was 'close contact' (within 6 feet of the diagnosed individual for 15 minutes or more)</p> <p><b>AND</b> if the contact is symptomatic</p> <ul style="list-style-type: none"> <li>• If <u>yes</u>, employee needs to self-quarantine until the results are reported <ul style="list-style-type: none"> <li>○ If negative results and the employee is not symptomatic, employee may return to work</li> <li>○ If positive results, see section B above.</li> </ul> </li> <li>• Notify the RA or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>• Continue with regular cleaning practices in the area</li> </ul> <p>If the contact was <u>not</u> 'close contact' <b>OR</b> the contact was not symptomatic:</p> <ul style="list-style-type: none"> <li>• If the employee is not symptomatic, they may continue working</li> </ul>

Situation	Protocol
<p><b>F.</b></p> <p><b>Employee had contact with someone who has symptoms of illness, but has not been tested</b></p>	<p>Determine if the contact was 'close contact' (within 6 feet of the diagnosed individual for 15 minutes or more)</p> <ul style="list-style-type: none"> <li>• If yes, determine if the contact is going to be tested and when</li> <li>• Advise the employee to contact their physician or local health department to determine if testing is warranted and if self-quarantine is indicated</li> <li>• Continue with regular cleaning practices in the area</li> </ul> <p>If the contact was not 'close contact'</p> <ul style="list-style-type: none"> <li>• If the employee is not symptomatic, they may continue working</li> <li>• Continue with regular cleaning practices in the area</li> </ul>