For Supervisors: If Your Employee Has A Suspected Or Confirmed Case Of COVID-19...

This checklist serves as a reference for supervisors on immediate next steps once an employee reports a suspected or confirmed COVID-19 infection.

If your employee reports a case of COVID-19 AND was on-site at a DOC facility/workspace or on official travel:

- Notify appropriate DOC or Bureau POC of the suspected or confirmed COVID-19 infection
  - HCHB supervisors should report to the hchbcovidreport@doc.gov inbox
- Coordinate with your employee to identify close contacts and information on their last on-site visit (e.g., date, travel paths, interactions)
- Instruct your employee to follow all CDC guidelines for what to do if you are sick and/or required to isolate, including:
  - Stay home except to get medical care
  - Take care of yourself
  - Stay in touch with your doctor
  - Separate yourself from others (isolate)
  - Monitor your symptoms
  - Wear a mask over your nose and mouth if you must be around others

Employees who exhibit symptoms must stay home. They can return on-site if:
- 10 days have passed since symptoms first appeared and
- A negative COVID-19 test result is obtained and
- 24 hours have passed with no fever, without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving

Employees who do not exhibit symptoms can return on-site if:
- 10 days have passed since the positive viral test for COVID-19 and
- A negative COVID-19 test result is obtained and
- Continue to have no symptoms

In the Event of a Confirmed COVID-19 Infection the Department...

Conducts disinfection and/or cleaning to affected spaces in accordance with CDC guidance.

Implements contact tracing to inform close contacts and help stop the spread of COVID-19.

Please reference CDC guidelines for more information on What To Do If You Are Sick, Isolation, and Quarantine. For the latest Department resources, please visit the COVID-19 Information Hub.