

# 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](mailto: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](#).

