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
- Refer your employee and all close contacts to the appropriate Quarantine and Isolation policies observed by their duty station.

DOC’s baseline policies can be found on the COVID-19 Information Hub. DOC maintains COVID-19 response procedures in close consultation with CDC’s Isolation and Quarantine guidance.

Please note, Bureaus, at their discretion, may determine that additional protective measures should be taken according to their unique workplace situations. Please refer to additional Bureau policy for information on any additional requirements.

Please reference CDC guidelines for more information on the Recommended Isolation and Quarantine Periods for the General Population. For the latest Department resources, please visit the COVID-19 Information Hub.