

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:

Coordinate with your employee to **identify close contacts and information on their last on-site visit** (e.g., date, travel paths, interactions). A close contact is anyone who was within six (6) feet of an infected person for 15 minutes or more. Please visit CDC [guidance](#) for further details.

Instruct your employee to **follow all CDC and DOC 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 DOC Isolation Policy observed by their duty station.

DOC's Isolation Policy can be found on the [COVID-19 Information Hub](#). DOC maintains COVID-19 response procedures in close consultation with [CDC's Isolation](#) and [CDC's Quarantine](#) guidance.

Notify appropriate DOC or Bureau POC of the suspected or confirmed COVID-19 infection. HCHB supervisors should report to the hchbcovidreport@doc.gov inbox.



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](#).

