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 with COVID-19 must stay home and isolate for 5 days and should follow isolation with 5 days of mask wearing. They can return on-site if:

- 5 days of isolation have passed since a positive test or symptoms first appeared and
- A well-fitting mask is worn at all times for 5 additional days following isolation and
- 24 hours have passed with no fever, without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving

Employees exposed to COVID-19 must follow the following guidance based on their individual COVID-19 vaccinations status:

Employees who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted must quarantine for 5 days and wear a well-fitting mask at all times for 10 days after exposure. They can return on-site if:

- 5 days of isolation have passed since symptoms first appeared and
- A well-fitting mask is worn at all times for 5 additional days following isolation 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 received a COVID-19 booster shot are not required to quarantine but must wear a well-fitting mask for 10 days after exposure and get tested 5 days after exposure, if possible.

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.