

The following is intended to serve as a guide for organizations to develop protocols in the event:

- An employee experiences symptoms of a cold, flu, and/or COVID-19.
- An employee has suspected/possible exposure to COVID-19.
- An employee is positive for COVID-19.

This sample guide is provided for informational purposes only. It is based on public health officials' guidelines and statewide directives, such as those issued by the Governor or Department of Health and Human Services. ***Each organization should develop protocols that meet their individual needs.***

\*Note that all information is subject to change and should be regularly reviewed for accuracy.

### **How to use this Guide:**

- Review this sample guide.
- Consider how the work of your organization can be adjusted so that work can continue.
- Consider what would happen if your organization were closed or limited.
- Evaluate your organization's needs and established processes.
- Designate someone to lead COVID-19 response in your organization and establish the parameters for their role.
- Establish a plan that meets the needs/considerations of your organization and is aligned with any legal or established organizational processes.
- Ensure leadership and employees understand that plan.
- Document your organizations final plan and review process.
- Provide a "go-to" person for questions or assistance related to the plan.
- Revisit the plan as appropriate.

### **Preliminary Information:**

Symptoms of Covid-19, cold, and flu are very similar and include:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Distinguishing between Covid-19 and the cold/flu may be impossible without a test. Anyone experiencing symptoms should contact his/her medical provider for guidance.

The CDC defines close contact as of 10/23/2020 (subject to change):

- An individual was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more during 24 hours.
- An individual provided care at home to someone who is sick with COVID-19.
- An individual had direct physical contact with a person who is COVID-19 positive (e.g., hugged or kissed him/her).
- An individual shared eating or drinking utensils with someone who is COVID-19 positive.
- Someone who is COVID-19 positive sneezed, coughed, or somehow got respiratory droplets on an individual.

### Team Member Scenarios

Scenarios	Organization Should Consider:
<p style="text-align: center;"><u><b>Scenario 1</b></u></p> <p><b>No contact/no symptoms</b></p> <p>Team Member must have a COVID-19 test for elective procedures or elects to have a test done with no symptoms.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If their practitioner requires an employee to stay home for a period of time before a procedure, how will this be handled?</li> <li>• Visit Scenario 10 in the event of a positive test.</li> </ul>
<p style="text-align: center;"><u><b>Scenario 2</b></u></p> <p><b>Chronic episodic condition that mimics some COVID-19 symptoms</b></p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> </ul>
<p style="text-align: center;"><u><b>Scenario 3</b></u></p> <p><b>Contact - socially distanced w/PPE</b></p> <p>Team Member who had socially distanced and masked contact/association/assembly with someone who tested negative for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> </ul>
<p style="text-align: center;"><u><b>Scenario 4</b></u></p> <p><b>Contact - socially distanced w/PPE</b></p> <p>Team Member who had socially distanced and masked contact/association/assembly with someone who tested positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> <li>• CDC advises that symptoms may appear in 2-14 days after exposure.</li> </ul>

Scenarios	Organization Should Consider:
<p style="text-align: center;"><b><u>Scenario 5</u></b></p> <p><b>Contact – not socially distanced and/or with no mask</b></p> <p>Team Member who has been in close contact with someone with symptoms of, or possibly has, COVID-19.</p> <ul style="list-style-type: none"> <li>• They were not socially distanced</li> <li>• No appropriate face mask</li> <li>• Team Member has no symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> <li>• Would this change if the individual with symptoms/possible COVID-19 receives negative test results?</li> <li>• CDC advises that symptoms may appear in 2-14 days after exposure.</li> </ul>
<p style="text-align: center;"><b><u>Scenario 6</u></b></p> <p><b>Contact – not socially distanced and/or with no mask</b></p> <p>Team Member who has been in close contact, not socially distanced without appropriate face mask, with someone who tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> <li>• Would this change if the individual with symptoms/possible COVID-19 receives negative test results?</li> <li>• CDC advises that symptoms may appear in 2-14 days after exposure.</li> </ul>
<p style="text-align: center;"><b><u>Scenario 7</u></b></p> <p><b>Contact – out-of-state visitors and out-of-state travel</b></p> <p>Team Member I has out-of-state visitors or has traveled out-of-state.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site? Does it matter which state and method of travel?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• Would this change if the individual with symptoms/possible COVID-19 receives negative test results?</li> <li>• CDC advises that symptoms may appear in 2-14 days after exposure.</li> <li>• CDC no longer has a recommendation for restrictions on out of state travel.</li> </ul>
<p style="text-align: center;"><b><u>Scenario 8</u></b></p> <p><b>Mild symptoms – no fever</b></p> <p>Team Member experiencing mild malaise, mild symptoms of cold/flu, no fever, and feeling back to baseline/normal in 1-3 days. The employee did not see a health care professional.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> <li>• CDC recommends quarantine for ten days from the date of symptom onset.</li> </ul>

Scenarios	Organization Should Consider:
<p style="text-align: center;"><b><u>Scenario 9</u></b></p> <p><b>Mild symptoms with fever and/or negative COVID-19 test</b></p> <p>Team Member with fever and other COVID-19-like symptoms and has negative test result.</p>	<ul style="list-style-type: none"> <li>• Should affected employees be permitted to work on-site?</li> <li>• If employees are not permitted on-site, how will this be handled? What conditions are required for employees to return?</li> <li>• If employees are permitted on-site, what additional precautions (if any) will be taken?</li> <li>• CDC recommends quarantine for ten days from the date of symptom onset, more extended if symptoms persist.</li> </ul>
<p style="text-align: center;"><b><u>Scenario 10</u></b></p> <p><b>Mild symptoms with positive COVID-19 test</b></p> <p>Team Member with fever and other COVID-19- like symptoms and has a positive test result.</p>	<p style="text-align: center;">**At minimum, follow all county and state guidelines regarding positive Covid-19 cases for quarantine and isolation.**</p>
<p style="text-align: center;"><b><u>Scenario 11</u></b></p> <p><b>Severe symptoms with positive COVID-19 test</b></p> <p>Team Member with severe COVID-19 (hospitalized) and/or who is immunocompromised.</p> <p>Severe means anyone hospitalized due to COVID-19.</p>	<p style="text-align: center;">**At minimum, follow all county and state guidelines regarding positive Covid-19 cases for quarantine and isolation.**</p>

**\*\*\*Scenarios should be altered as necessary to fit individual organization needs.**

**Organizations should consider how/if contact tracing should be conducted as a precaution for a positive Covid-19 test.**

**Organizations should consider if facilities will remain open following a positive Covid-19 test.**

**Organizations should consider how and if facilities will be decontaminated following a positive Covid-19 test.**