

## Office Protocol for Suspected/Confirmed COVID-19 Case

### Suspected case - Employee suspects they have COVID-19 and have been at the office

1.	Ask which employees whom they have been in close contact with (10 min or more).
2.	Ask employee which areas of the office they've used.
3	Send the employee home. Suggest they follow up with their doctor. If tested, have them inform HR as to the test results.
4.	Without disclosing the name of the employee, tell the people who have been in close contact with that individual of the suspected case and to monitor themselves for symptoms. (close contact = within 6 feet of individual for a prolonged period of time – 10 minutes or more).
5.	Those who have been identified as being in close contact are to go home until 14 days have passed since the last close contact with the symptomatic individual.
6.	Stop operations in the area where the suspected/infected employee worked along in areas where those who interacted with him or her worked. Cordon off any common areas (bathrooms, breakrooms, water cooler) As best as you can clean/disinfect the areas the suspected case employee used.  *See below for CDC recommendations on cleaning.
7.	Notify HR of the suspected case
8.	Employee must stay home until 3 days have passed since their symptoms have resolved without use of medication AND 7 days have passed since their symptoms first appeared.
9.	Employee can return to work if the test shows a negative result. HR will request documentation of this prior to them being cleared for work

### Confirmed case - Employee reports they tested positive for COVID-19 and have been at the office

1.	The assumption is that the employee is off-site when providing you this information. If not, the obvious step would be to immediately send them home. Ask which employees they have been in close contact with (10 min or more).
2.	Ask employees which areas of the office they've used.

3.	Without disclosing the name of the infected employee, tell the people who have been in close contact with that individual of the confirmed case and to monitor themselves for symptoms. close contact = within 6 feet of individual for a prolonged period of time – 10 minutes or more).
3.	Those who have been identified as being in close contact are to go home until 14 days have passed since the last close contact with the symptomatic individual assuming they have no symptoms and no close contact with anyone else who tested positive.
4.	Stop operations in the area where the suspected/infected employee worked along in areas where those who interacted with him or her worked. Cordon off any common areas (bathrooms, breakrooms, water cooler) As best as you can clean/disinfect the areas the suspected case employee used.  *See below for CDC recommendations on cleaning.
5.	Notify HR of the CONFIRMED case. We will contact your local and state health officials
6.	HR will inform your team that a confirmed case was identified in their workplace. Employees who were in close contact with this individual have been identified and have been sent home. Do not disclose name of infected employee to your team.
7.	Reassure your employees – let them know what you are doing to protect them. Remind them of the preventative measures we have in place.
8.	As best as you can clean/disinfect the areas the suspected case employee used. See below for CDC recommendations on cleaning.

### CDC recommendations on cleaning

#### Hard Surfaces:

- Step 1: Clean by using detergent or soap and water
- Step 2: Disinfect – household disinfectants should be effective.  
Diluted household bleach solutions are appropriate

#### Soft Surfaces:

- Clean as directed
- If the item can be laundered, launder according to manufacturer instructions
- Don't "shake out" items to prevent virus from spreading

#### Electronics

- Follow manufacturer's instructions for cleaning and disinfecting. If no manufacture advice is available, use alcohol-based wipes or sprays with at least 70% alcohol