

Situation	Protocol
<p><b>A.</b></p> <p><b>Employee tests positive for COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Send the employee home (or instruct them to remain home)               <ul style="list-style-type: none"> <li>• If able to work from home, they may continue to do so unless they are too sick to work</li> <li>• If unable to work from home, HR will determine the type of leave to be used</li> <li>• The employee may return to work if <b>ALL</b> of the following conditions are met:                   <ul style="list-style-type: none"> <li>• They have completed a 10-day isolation period, starting from the date of onset of symptoms <i>or</i> from date of testing if asymptomatic</li> <li>• Symptoms must be improving</li> <li>• At least 24 hours have passed since the last fever, without the aid of medication such as acetaminophen or ibuprofen</li> </ul> </li> </ul> </li> <li>2. Immediately notify the Regional Administrator or appropriate Director, who will notify the Deputy Commissioner of Child Health (Dr. Deborah Lowen) and the Director of Human Resources (Martha Shirk) of the positive (or presumed) positive test result and the following information:               <ul style="list-style-type: none"> <li>• Date the employee began having symptoms (if symptomatic)</li> <li>• When was the employee tested and when were the results reported?</li> <li>• Last date the employee was in the office</li> </ul> </li> <li>3. Begin the contact tracing process:               <ul style="list-style-type: none"> <li>• When was the employee last in the assigned work area? What span of time were they present at work within that time frame?</li> <li>• Exactly where did the employee go while on state property? (i.e. office, restroom, breakroom, etc.)                   <ul style="list-style-type: none"> <li>• Were they seated at a desk?</li> <li>• What was their typical route of travel around the workplace?</li> <li>• What equipment did they use (phone, computer, portable radio, keys, etc.)?</li> </ul> </li> <li>• Who did they talk to or interact with while at work last?                   <ul style="list-style-type: none"> <li>• How far apart were they standing or seated? (more or less than 6 feet apart)</li> <li>• How long did the interaction last? (more or less than 15 minutes or 15 minutes in 24hrs)</li> <li>• Do they ride with anyone to or from the workplace?</li> <li>• Have they had contact with any DCS employees while not at work?</li> </ul> </li> <li>• Exactly when did the employee begin having symptoms?</li> <li>• When was the employee tested and when were the results reported?</li> </ul> </li> <li>4. Notify the RA or appropriate Director, Martha Shirk, and Dr. Lowen with the contact tracing results and a point of contact in case external cleaning is advised.</li> </ol>

Situation	Protocol
<p><b>B.</b></p> <p><b>Employee lives with someone who tests positive for COVID-19</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Employee has had close contact* with someone positive for COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. If the employee has been fully vaccinated** within the prior 3 months OR had documented COVID-19 infection within the prior 3 months, the employee can continue working as long as they remain asymptomatic.</li> <li>2. If conditions above not met, send the employee home (or instruct them to remain home) <ul style="list-style-type: none"> <li>• The employee must quarantine after exposure. They must monitor themselves for development of any COVID-19 symptoms.***</li> <li>• Duration of quarantine: <ol style="list-style-type: none"> <li>i. 10 days after last date of close contact with someone with COVID-19, if no symptoms throughout the entire 10 days.</li> <li>ii. 7 days after last date of close contact with someone with COVID-19, if no symptoms throughout the entire 7 days <u>AND</u> testing within 48 hours of the end of quarantine (day 5 or later) is negative.</li> <li>iii. Close monitoring for symptoms and strict adherence to masking/social distancing must continue for a total of 14 days after last day of close contact.</li> </ol> </li> <li>• If employee is not able to separate or isolate from household contact, the quarantine begins on the last day of the positive household member's 10-day isolation period.</li> </ul> </li> <li>3. If the employee tests positive for COVID-19, follow steps listed above in section A.</li> <li>4. Notify the Regional Administrator or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>5. Continue with regular cleaning practices in the area</li> </ol>

**\*Close contact** definition for COVID-19 = anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated; or over the course of a day the time of each contact, when added together, was 15 minutes or more

This would also include **direct contact** with an infected person: hugging or kissing; sharing eating or drinking utensils; sneezed or coughed on

**\*\*Fully vaccinated** = 2 weeks after receiving the second does in a 2-dose series (eg Pfizer or Moderna) or 2 weeks after a single dose vaccine (eg Johnson & Johnson)

**\*\*\*Symptoms** of Covid-19:

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| <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> </ul> | <ul style="list-style-type: none"> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> |
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Situation	Protocol
<p><b>C.</b></p> <p><b>Employee has been tested, but has not received a result</b></p>	<p>Was the employee tested due to symptoms or close contact with a COVID-19 individual? If <u>yes</u>:</p> <ol style="list-style-type: none"> <li>1. Send the employee home (or instruct them to remain home) until their test results are reported. <ul style="list-style-type: none"> <li>• If able to work from home, ask them to continue to do so, unless they are too sick to work</li> <li>• If unable to work from home, HR will determine the type of leave to be used</li> <li>• The employee should report the results of the tests as soon as they are known</li> </ul> </li> <li>2. Notify the RA or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>3. If tested because of symptoms and negative test results are received, employee may report back to work if their symptoms are improving and at least 24 hours have passed since the last fever, without the aid of medication such as acetaminophen or ibuprofen</li> <li>4. If positive results are received, see protocol A above</li> <li>5. If the employee was tested for another reason besides symptoms or close contact with a COVID-19 individual, they may continue working</li> <li>6. Continue with regular cleaning practices in the area</li> </ol>
<p><b>D.</b></p> <p><b>Employee has contact with someone who tested positive</b></p>	<ol style="list-style-type: none"> <li>1. If the employee has been fully vaccinated** within the prior 3 months OR had documented COVID-19 infection within the prior 3 months, the employee can continue working as long as they remain asymptomatic.</li> <li>2. If conditions above not met, determine if the contact was close contact</li> <li>3. If yes, see section B above.</li> </ol> <p>If the contact was <u>not</u> close contact,</p> <ol style="list-style-type: none"> <li>4. If the employee is not symptomatic, they may continue working</li> <li>5. Continue with regular cleaning practices in the area</li> </ol>

<p><b>E.</b> <b>Employee has contact with someone who has been tested due to symptoms of COVID-19, but test results have not yet been received</b></p>	<ol style="list-style-type: none"> <li>1. If the employee has been fully vaccinated** within the prior 3 months OR had documented COVID-19 infection within the prior 3 months, the employee can continue working as long as they remain asymptomatic.</li> <li>2. If conditions above not met, determine if the contact was close contact <ul style="list-style-type: none"> <li>• If <u>yes</u>, recommend employee self-quarantine until the results are reported <ul style="list-style-type: none"> <li>○ If negative results, employee may return to work</li> <li>○ If positive results, see section B above. <ul style="list-style-type: none"> <li>▪ Notify the RA or appropriate Director and Martha Shirk for inclusion on the divisional tracking log</li> <li>▪ Continue with regular cleaning practices in the area</li> </ul> </li> </ul> </li> </ul> </li> </ol> <p>If the contact was <u>not</u> close contact employee may continue working</p>
<p><b>F.</b> <b>Employee has contact with someone who has been tested due to contact with someone else with COVID-19 symptoms, but contact's results have not been received</b></p>	<p>Employee may continue working pending their contact's test result.</p> <ul style="list-style-type: none"> <li>• If the contact's test result returns as positive, see D above.</li> </ul>
<p><b>G.</b> <b>Employee had contact with someone who has symptoms of COVID-19, but has not been tested</b></p>	<ol style="list-style-type: none"> <li>1. If the employee has been fully vaccinated** within the prior 3 months OR had documented COVID-19 infection within the prior 3 months, the employee can continue working as long as they remain asymptomatic.</li> <li>2. If conditions above not met, determine if the contact was close contact <ul style="list-style-type: none"> <li>• If <u>yes</u>, determine if the contact is going to be tested and when</li> <li>• Advise the employee to contact their physician or local health department to determine if testing is warranted and if self-quarantine is indicated <ul style="list-style-type: none"> <li>○ Recommend both the contact and employee should be tested, and employee should self-quarantine until test results received</li> </ul> </li> <li>• Continue with regular cleaning practices in the area</li> </ul> <p>If the contact was not close contact, employee may continue working if not symptomatic</p> <ul style="list-style-type: none"> <li>• Continue with regular cleaning practices in the area</li> </ul> </li></ol>