

## COVID-19 Exposure Protocol

### SUPERVISOR ACTIONS FOR AN EMPLOYEE WITH COVID -19 POSITIVE TEST

1. Speak with employee
  - a. Sympathize
  - b. Encourage
2. Document
  - a. When was diagnosis?
  - b. When did symptoms develop?
  - c. When was employee's last day in office?
  - d. Identify where employee was and what they were doing – identify equipment/areas to be cleaned – include time 48 hours prior to symptom onset.
  - e. Identify the **CLOSE contacts** and **LOW** risk contacts of your positive employee. **Close contacts** include those that were within 6 feet of a confirmed case for 15 minutes or longer or a direct exposure (e.g., sneezed on) starting 48 hours before the positive employee's symptom onset. Review Kronos records to confirm who worked on same dates/times as employee and determine who worked in "close contact" with employee, as defined above.
3. Report.
  - a. Complete and return the "[COVID-19 Line List Report For Exposed Close Contacts](#)" for the case and any close contacts identified while at work. This list will be used to enroll contacts in the state-wide contact monitoring system. The completed document should be **faxed to "Epi" at 770-514-2313** as soon as possible. You may also call Lori Jouty at 678-492-3990 to collect the information over the phone if a fax machine or encrypted email are not available.
4. Notify and exclude **close contacts**
  - a. Notify the close contacts and share the [DPH COVID-19 Quarantine for Close Contacts Guidance](#). *Note: Do not inform employees of the name of the coworker who tested positive for confidentiality purposes.*
  - b. Exclude the close contacts from work to monitor for symptoms for 14 days from date of last exposure. *Note: If the department falls within the category of critical infrastructure, please reference the [CDC Critical Worker Guidance](#) for alternate rules on working after exposed.*
  - c. Place the employee on Emergency Administrative Sick Leave. Submit the form located on iCobb.
5. Notify the LOW RISK contacts
  - a. To reduce rumors, inform other relevant employees of situation by providing each employee with the COBB COUNTY EXPOSURE LETTER - [link here](#) and share the [What To Do If You Feel Sick Guidance](#). *Note: Do not inform employees of the name of the coworker who tested positive for confidentiality purposes.*
  - b. Instruct the LOW RISK contacts to closely monitor for symptoms (temperature + symptoms screening) for 14 days from date of last exposure but they do not have to quarantine at this time.
6. After 24 hours, have the relevant workspaces thoroughly cleaned by Property Management or other designated staff.
7. Determine work reassignments.

[RETURN TO WORK GUIDANCE AFTER COVID-19 ILLNESS](#) for positive employees:

*In summary,*

Symptomatic employees with confirmed COVID-19 or suspected COVID-19 can return to work after:

- a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications; AND,
- b. Improvement in symptoms (e.g., cough, shortness of breath); AND,
- c. At least 10 days have passed since symptoms first appeared, or after 20 days have passed since the symptoms first appeared if the illness was severe to critical (if they were hospitalized for shortness of breath, pneumonia, low oxygen levels, respiratory failure, septic shock, and/or multiple organ failure) or the employee is severely immunocompromised.

Asymptomatic employees with confirmed COVID-19 can return to work after,

- a. At least 10 days have passed since the positive laboratory test and the person remains asymptomatic or after 20 days have passed since the positive laboratory test and the person remains asymptomatic if the employee is severely immunocompromised.
- b. Note, asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

*NOTE: If a contact is tested for COVID-19 during the 14-day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories, based on whether they are still asymptomatic or have developed symptoms.*

**OTHER GUIDANCE:** Reference the additional guidance for clarity on public health recommendations:

1. Georgia DPH's [Isolation Guidance](#) that we share with cases after we have interviewed them.
2. CDC's [Cleaning and Disinfecting Guidance](#).
3. CDC's [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019](#).
4. CDC's [COVID-19:Quarantine vs. Isolation](#).
5. As a reminder, if someone wants to be tested: free testing is offered at a Public Health drive-thru location (symptomatic or asymptomatic). Visit [CDPHCOVID19testing.org](https://cdphCOVID19testing.org) (use Google Chrome or Firefox) or call 770-514-2300 for an appointment. No doctor referral is needed. Testing in Cobb is taking place at [Jim R Miller Park](#), while testing in Douglas is taking place at the [Douglas Public Health Center](#).
6. Public Health recommends testing **10 or more (up to 14) days post-exposure**, unless symptoms develop before that date, for better test accuracy.