# Respond to a COVID-19 Positive Test Checklist

**1. Tell Employee to Self-Quarantine**

* Inform the employee that they should self-quarantine for 10-14 days (**Please review and federal, State or Local directives for any return to work criteria and quarantine amounts**).
* Prohibit the employee from coming into work.
* Communicate to the employee any use available leave time or benefits they may use. (**FFCRA expired 12/31/2020 – now a voluntary. Check State and local directives for any additional leave amounts or benefits the employee may have access to**).
* Inform the employee that they may work telework or work from home if their symptoms do not prevent them from doing so and if telework is an option.

**2. Act Quickly**

* Conduct contract tracing - Instruct the employee to indicate any individuals they have been in close contact with in the past 14 days or any worksites, work locations, or non-work-related locations the conducted Company business in the 14 days prior to the diagnosis or positive test .
* Send employee home.
* Warn and notify coworkers, vendors or third parties with whom the infected employee may have come in close contact [**Check State and local directives – there may be specific notification requirements**].
* Advise exposed individuals that they may wish to be tested for COVID-19. **Check State and local directives – there may be specific testing requirements].**

**3. Safeguard Individual's Identity**

* Notify close contacts of the possible exposure without identifying the infected employee by name.
* Avoid references in such notifications that would lead any individual to guess the infected employee's name.

**4. Arrange for Disinfecting and overall Cleaning of the Exposed Workplace**

* Arrange for a deep cleaning the exposed workspace or worksite if the employee was working at the employer's physical location as opposed to remotely.
* Professionally clean surrounding common areas that the employee may have visited, including breakrooms, bathrooms and elevators.
* Instruct other employees to following disinfecting procedures of their own work areas.

**5. Consult the Latest Guidance from the CDC, OSHA, and any State or Local Directives**

* Be advised that guidance from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) may change.
* Make sure you consult the latest CDC, OSHA and any State or local directives applicable to the particular situation.

**6. Encourage the Employee to Refer To a Health Care Provider**

* Encourage an employee who has tested positive for COVID-19 to speak with a health care provider before returning to work. [**Check State and local directives – there may be specific return to work requirements]**
* Advise the employee not to return to work until they have met any the return-to-work requirements required by any local, State or Federal guidance. **Check State and local directives – there may be specific return to work requirements.**