Checklist: Employee Tested Positive for COVID-19

- Establish a communication with the positive employee (who should already be at home awaiting results).
- Administer any applicable leave laws, including, but not limited to, new FFCRA leave and/or California PSL, for the COVID-19 positive employee. Also, provide benefit information, including required pamphlets, to the employee.
- Find out any co-workers the employee has had close contact with (within 6-feet) within the past two weeks - be over-inclusive.
- Alert everyone in close contact with the positive employee and provide them CDC guidance, including CDC information on symptoms. Do this as soon as possible - by phone or email.
  - If working on-site, send them home immediately and decontaminate all work spaces.
  - DO NOT identify the positive individual. Protect confidentiality.
  - Sample message: “Someone in our workplace has tested positive for COVID-19 and identified you as a potential close contact according to the CDC definition. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, talk to your doctors and review CDC information. We are here to support you. Please reach out to ___ with questions or assistance.”
- Administer new FFCRA leave and other leaves for employees who must self-isolate and are unable to telework. Provide benefit information as necessary. (Employees who do not become positive or are asymptomatic may be able to telework.)
- Don't answer medical questions - tell employees who are self-isolating to call their doctor and provide the CDC information. These employees will self-monitor for symptoms as defined by the CDC (i.e., fever, cough, or shortness of breath) and remain self-quarantined, as advised by their health care professional.
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- After alerting these close contact individuals, decide how you will communicate to rest of team.
  - **Don't** share names of positive individuals or those in close contact.
  - Sample message: “One of our employees recently tested positive for COVID-19 and is now self-isolating. Close contacts have been told and were asked to leave the workplace and self-isolate. The workspaces have been decontaminated following CDC guidelines. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation please call your doctor and visit [CDC information](https://www.cdc.gov). The company is here to support everyone during this difficult time, and we all send our best wishes to the people affected. Please contact _____ with any questions.”

- Follow [CDC guidance on length of isolation](https://www.cdc.gov/coronavirus/2019-ncov/protect-yourself-and-others/self-isolation.html) and returning to work. Check with your county in the event additional local measures are in place.
- Consult [CDC](https://www.cdc.gov), [OSHA](https://www.osha.gov) and [CAL-OSHA](https://www.caosha.ca.gov) business guidance.
- Contact local public health agency if required, or for additional information.