

# AN EMPLOYEE TESTED POSITIVE FOR COVID-19 AT OUR FACILITY, NOW WHAT?

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## CORONAVIRUS – HOW CONTAGIOUS IS IT?

**COVID-19** is a new coronavirus impacting the world and is not fully understood. Based on initial studies it has been determined that on average a person infected will transmit the virus to 2-3 other people (for comparison the seasonal flu is approximately one other person infected).

**TRANSMISSION:** The virus is transmitted via droplets released when an infected person coughs, sneezes or speaks. The droplets land on the face or in the mouth, nose or eyes of people nearby or can contaminate a surface that another person contacts and then transfers to their face through touch.

**LONGEVITY OUTSIDE OF THE BODY:** There is preliminary evidence that the virus is viable on surfaces such as plastic and stainless steel for up to three days and it can remain viable airborne in aerosol form for up to three hours.

## EMPLOYEE WITH POSITIVE TEST – WHAT DO WE DO?

Contact Local Health Department for guidance. This is not a legal requirement, but U.S. Compliance recommends reaching out as health departments may provide different (or additional) guidance depending on location. Please find below two examples of plans reported by health departments:

### SITUATION 1:

1. Shut down all areas of the operation where the infected employee had contact for at least four days.
2. Facility is not required to disinfect the operation if they complete this four-day shut down as the virus, if present, will be inactivated by time.
3. Conduct contact tracing of employee (see 3C below).
4. All employees who were in close contact with the employee are to remain in self-isolation at home for 14 days and can return to work if asymptomatic.
5. Areas of operation that were not exposed to the infected employee directly or through another close contact can remain in operation; a thorough cleaning of all high touch and horizontal surfaces is recommended.
6. Operations can resume on the fifth day following shutdown. Asymptomatic employees who did not have close contact with the infected employee can return to work in the absence of a directive from state or local government to shelter in place.

### SITUATION 2:

1. Shut down entire facility for 14 days.
2. All employees who had contact with the infected employee are to self-isolate for 14 days.
3. Conduct a thorough cleaning of all high touch and horizontal surfaces in the facility.
4. Operation can resume following 14-day shutdown and cleaning.
5. Asymptomatic employees can return to work in the absence of a directive from state or local government to shelter in place.

## **EMPLOYEE SHOWING OR REPORTING SYMPTOMS, BUT CASE NOT CONFIRMED:**

Employees who are ill or experiencing symptoms should not come to work. However, if an employee is presenting symptoms (cough, fever, tiredness, tight chest, shortness of breath, etc.), but has not been tested for COVID-19 and/or is not a confirmed case the following precautions should be taken:

### **1. ISOLATE EMPLOYEE IN A SEPARATE ROOM**

- a. Pre-determine an unoccupied room to isolate sick employee.
- b. Provide facial tissue and advise employee to cover mouth and nose with tissue when coughing or sneezing. Provide a lined trash can in this room for disposal.

### **2. NOTIFY ERT – IMPLEMENT INFECTIOUS DISEASE PLAN**

- a. If possible, have one person be the contact for all sick employees.

### **3. TALK TO EMPLOYEE**

- a. Maintain 6ft distance from employee while conversing with them or contact them by phone.
- b. Determine who the employee was in close (3-6ft) contact with while at work or if they had close contact with other employees during off hours.
- c. Determine locations they have visited within the facility since the last cleaning, last day of work or on day of illness.
- d. Be kind but thorough during this conversation to find out who the employee had close contact with and all locations they visited in the facility.
- e. Inform symptomatic employee to contact their healthcare provider for further instructions and let them know they cannot return to work until they are symptom free for 24 hours without the use of fever/symptom relieving medications.

### **4. SEND EMPLOYEE HOME**

- a. Instruct employee to remain in the isolation room until they are ready to leave the facility.
- b. Ask them to maintain social distancing practices with other employees and minimize contact with surfaces on their way out of the building.

### **5. NOTIFY EMPLOYEES OF THEIR POTENTIAL EXPOSURE TO A SUSPECTED CASE**

- a. Without identifying the sick employee by name, inform other employees of their potential exposure.
- b. Contact the local health department to determine if exposed employees should be sent home for 14-day self-isolation.

### **6. DISINFECT SURFACES IN AREAS VISITED BY EMPLOYEE**

- a. Isolate areas visited by sick employee for as long as possible (up to 24 hours) to allow air to settle or turn over prior to cleaning. Clean and disinfect all high touch and horizontal surfaces. Once the area is clean and disinfected then employees will be allowed to return to area and resume work.

Thank you for visiting our COVID-19 Resource Center. We are committed to identifying, developing and updating resources to help the manufacturing community respond to the coronavirus pandemic. If you need more information, please email: [covidresponse@uscompliance.com](mailto:covidresponse@uscompliance.com). Thank you for your support and we look forward to working through this challenge together!