**Confirmed or Suspected COVID-19 Contact Protocol**

**Version: (Insert Version #)**

**Issued: (Insert Date)**

**HR Contact: (Insert HR or Executive Contact)**

**Operation Contact: (Insert Operations Contact)**

**Section 1 - (INSERT COMPANY NAME) Team member suspects they (or close contact) may have Covid-19**

In the event an (INSERT COMPANY NAME) team member is showing symptoms of Covid-19 or suspects that he or she has come into contact with an individual who may have Covid-19 (Coronavirus), they will be required to communicate the potential contact to HR and follow these guidelines:

* Team-members who feel they have been in proximity to an infected individual may be asked to go home and self-quarantine for 14-days to prevent further spread of the infection.
  + Team members sent home will be required to keep HR updated daily on if they are experiencing any Coronavirus symptoms.
  + If the team member reports coronavirus symptoms to HR, HR should advise them to seek medical attention.
* If any (INSERT COMPANY NAME) team member suspects a coworker, vender, trade contractor or visit to the office or jobsite of having symptoms of Covid-19, they shall notify their direct supervisor who will contact (INSERT COMPANY NAME) HR.
* If at any time an (INSERT COMPANY NAME) employees feels that their health or safety is at risk due to the proximity of other people or the specific environment on their jobsite, they may choose to stop work and remove themselves from the situation. Any stoppage of work shall be reported to direct supervisor and the (OPERATIONS CONTACT).

**Section 2 - (INSERT COMPANY NAME) Team member(s) with confirmed case of Covid-19**

In the event an (INSERT COMPANY NAME) team member tests positive for Covid-19 (Coronavirus), they will be required to communicate the positive test result to HR. (INSERT COMPANY NAME) will take the following emergency steps to address the situation.

* HR will ask the team member to identify all individuals who worked near them, three to six feet, in the last 14 days.
* **HR will direct the team member not to return to work until** the risk of secondary transmission to others is thought to be low per their healthcare provider’s instructions.
* HR will inform (INSERT COMPANY NAME) operations contact, of the positive test result, team members who had exposure and jobsite/business area in which the team member worked.
* (OPERATIONS CONTACT) will communicate with the (INSERT COMPANY NAME) executive team, who will notify Suppliers, Owners and Trade Contractors as applicable.
* Communication to the press will be prohibited to all accept (INSERT COMPANY NAME) (INSERT NAME AND ROLE OF EXECUTIVE OR INDIVIDUAL ASSIGNED TO COMMUNICATE WITH THE PUBLIC)
* Team members identified as having proximity to the infected individual may be sent home to self-quarantine for 14-days to prevent further spread of the infection. They **will not** be provided the name of the infected team member.
  + Team members sent home will be required to keep HR updated daily on if they are experiencing any Coronavirus symptoms.
  + If the team member reports Coronavirus symptoms to HR, HR should advise them to seek medical attention.
  + If visitors to the (INSERT COMPANY NAME) office, warehouse or project sites may have come in contact with infected individual, they will be notified by (INSERT COMPANY NAME) operations contact or designated representative.
* HR will send and/or provide communication to the location and/or project site in which the team member with a positive test result worked, while keeping the identity of the team member confidential. The communication will include a CDC Risk Assessment (Appendix A) and overview of actions (INSERT COMPANY NAME) is undertaking for their safety.
* Appropriate (INSERT COMPANY NAME) personnel will be notified by the operations contact to undertake a deep cleaning process of affected workspaces and jobsites.
* (INSERT OPERATIONS CONTACT) will contact the appropriate community Department of Health for additional advice, steps and measures.
* If a team member comes into work ill and cannot immediately leave due to the severity of illness or lack of transportation, the manager should have the team member wait in a designated isolation area. This area shall be thoroughly cleaned and disinfected before and after use as an isolation area.
* Per OSHA requirements, (INSERT COMPANY NAME) must record instances of team members contracting Coronavirus if the team member contracts the virus while on the job. The illness is not recordable if a team member was exposed to the virus while off the clock. We will be responsible for recording cases of Coronavirus if:
  + The case is a confirmed case of Coronavirus.
  + The case is work-related, as defined by 29 CFR 1904.5; and
  + The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first-aid, days away from work).
* (INSERT COMPANY NAME) is under no obligation to report a confirmed case of Coronavirus to the CDC. The healthcare provider that receives the confirmation of a positive test result is the mandatory reporter who will handle that responsibility.

Appendix A:

Exposure Risk Categories

**These categories are interim and subject to change.**

The CDC has established the following exposure risk categories to help guide public health management of people following potential SARS-CoV-2 exposure in jurisdictions that are not experiencing sustained community transmission. These categories may not cover all potential exposure scenarios. They should not replace an individual assessment of risk for the purpose of clinical decision making or individualized public health management.

All exposures apply to the 14 days prior to assessment.

For country-level risk classifications, see [Coronavirus Disease 2019 Information for Travel](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).

The CDC has provided separate guidance for [healthcare settings](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html).

**Table 1. Risk Categories for Exposures Associated with International Travel or Identified during Contact Investigations of Laboratory-confirmed Cases**

| **Table 1: Risk Categories for Exposures Associated with International Travel or Identified during Contact Investigations of Laboratory-confirmed Cases** | | |
| --- | --- | --- |
| **Risk Level** | **Geographic (Travel-associated) Exposures\*** | **Exposures Identified through Contact Investigation** |
| **High** | Travel from Hubei Province, China | Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection ***without using recommended precautions*** for [home care](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html) and [home isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html) |
| **Medium**  (assumes no exposures in the high-risk category) | * Travel from mainland China outside Hubei Province or Iran * Travel from a country with widespread sustained transmission, other than China or Iran * Travel from a country with sustained community transmission | * Close contact with a person with symptomatic laboratory-confirmed COVID-19 * On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction * Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection ***while consistently using recommended precautions*** for [home care](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html) and [home isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html) |
| Low  (assumes no exposures in the high-risk category) | Travel from any other country | Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact |
| **No identifiable risk** | Not applicable | Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room. |

Contacts of Asymptomatic People Exposed to COVID-19

The CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people with potential exposures to SARS-CoV-2 (such as in a household), i.e., “contacts of contacts;” these people are not considered exposed to SARS-CoV-2.

**Table 2. Summary of CDC Recommendations for Management of Exposed Persons with by Risk Level and Presence of Symptoms**

The public health actions recommended in the table below apply to people who have been determined to have at least some risk for COVID-19. People who are being managed as asymptomatic in a particular risk level who develop signs or symptoms compatible with COVID-19 should be moved immediately into the symptomatic category in the same risk level and be managed accordingly. The risk level does not change if symptoms develop.

| **Table 2: Risk Level** | | |
| --- | --- | --- |
| **Risk Level** | **Management if Asymptomatic** | **Management if Symptomatic1** |
| **High risk** | * Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities. * No public activities. * Daily active monitoring, if possible based on local priorities * Controlled travel | * Immediate isolation with consideration of public health orders * Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC’s [PUI definition](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html) * If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended [infection control precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html) in place. * Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask. |
| **Medium risk** | **Close contacts in this category:**   * Recommendation to remain at home or in a comparable setting * Practice social distancing * Active monitoring as determined by local priorities * Recommendation to postpone long-distance travel on commercial conveyances | * Self-isolation * Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC’s [PUI definition](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html) * If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended [infection control precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html) in place. * Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask. |
| **Travelers from mainland China (outside Hubei Province) or Iran**   * Recommendation to remain at home or in a comparable setting * Practice social distancing * Self-monitoring with public health supervision as determined by local priorities * Recommendation to postpone additional long-distance travel on commercial conveyances after they reach their final destination |
| **Travelers from other country with widespread transmission**   * Recommendation to remain at home or in a comparable setting, * Practice social distancing * Self-monitoring * Recommendation to postpone additional long-distance travel on commercial conveyances after they reach their final destination |
| **Travelers from country with sustained community transmission**   * Practice social distancing * Self-observation |
| Low risk | * No restriction on movement * Self-observation | * Self-isolation, social distancing * Person should seek health advice to determine if medical evaluation is needed. * If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC’s [PUI definition](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html). * Travel on commercial conveyances should be postponed until no longer symptomatic. |
| No identifiable risk | None | * Self-isolation, social distancing * Person should seek health advice to determine if medical evaluation is needed. * If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC’s [PUI definition](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html). * Travel on commercial conveyances should be postponed until no longer symptomatic. |

EMS = emergency medical services; HCF = healthcare facility; PUI = Person Under Investigation for COVID-19  
1For the purpose of this document: subjective or measured fever, cough, or difficulty breathing.