



This protocol is designed to provide general guidance regarding potential COVID-19 exposures in the workplace. Each circumstance of possible exposure will receive individualized review and an appropriate response taken as provided for under this protocol. In the event that any employee reports a potential exposure, including the circumstances described below, supervisors and managers must immediately notify your Caucus Staff Administrator/Officer.

A response team that consists of the Caucus Administrator or Caucus Director of Human Resources or Officer, a member of the Chief Clerk’s Office, and the Chief of Staff or supervisor to which the affected employee is assigned will be created upon notification of any confirmed case of COVID-19, in order to ensure and coordinate a consistent response to all confirmed employee cases.

Response Team steps to follow:

- Determine whether any quarantining or self-isolation and notifications are required.
 - Employees who have tested positive for COVID-19 should be immediately sent home if they have presented in person, or advised not to come into work if notice is provided by phone, email, text or otherwise.
 - Those employees who may have had close contact an employee for whom further actions are required as determined above will be confidentially informed that another worker with whom they have had close contact is subject to quarantining/self-isolation.
 - “Close contact” is defined as follows:
 - Being within approximately six (6) feet of a COVID-19 case for 10 minutes or more, such as while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; or
 - Having direct contact with infectious disease secretions of a COVID-19 case (e.g., being coughed on).
 - **The name of the employee who was diagnosed with COVID-19 will not be disclosed to any individual receiving these notifications.**
 - Those individuals identified as having close contact with the employee who has tested or is presumed positive during the two (2) weeks before the employee’s onset of symptoms will be advised as follows:

- If an employee has tested positive, they will not be permitted to return to work unless consistent with then-current CDC guidance. Currently, a release from isolation is determined on a case by case basis and the following requirements have been met for individuals who have both tested positive and been symptomatic:
 - The employee is free from fever without the use of fever-reducing medications;
 - The employee is no longer showing symptoms, including cough; and
 - The employee has tested negative on at least two consecutive respiratory specimens collected at least 24 hours apart or has otherwise been released by a healthcare provider.
- Employees who are presumed positive for COVID-19 due to symptomology and close contact as outlined above will not be permitted to return to work until they receive negative test results and/or they have been symptom-free for at least 24 hours. If a positive test result is received during this period, they will be subject to the return to work provisions outlined above related to positive test results.