

TEMPLATE

This template is being provided as a guideline document only. Users of this template should consider their specific circumstances when developing a company specific SOP on this topic and obtain legal counsel before implementing.

SOP: Responding to a Positive COVID-19 Test, Symptomatic Individual, Shared Household

PURPOSE

The health of our employees, contractors, and customers is of primary importance to our Company. We seek to maintain as healthy and safe environment as possible in the wake of the novel coronavirus Covid-19. Given the virus's widespread and rapid infection rate, our Company expects that at least one of our employees, contractors, or customers will test positive or display symptoms during the outbreak. Company managers and employees should follow the procedures outlined in this SOP when responding to a positive COVID-19 test or a symptomatic person in our facilities or someone who shares a household with a positive or self-quarantined person.

DEFINITIONS

Close Contact: 1) more than 10 minutes of 6 feet or less distance within the last two weeks, or
2) being coughed, sneezed, or spit on.

Close Contact Employee: a Company employee who had Close Contact with a person who tested positive for COVID-19 or with a Symptomatic Individual.

Close Contact Guest: A customer, vendor, or other visitor to our facilities who had Close Contact with a person who tested positive for COVID-19 or with a Symptomatic Individual.

COVID-19 Symptoms: fever, cough, shortness of breath

Exposed Individual: shares a household with someone who tested positive or who displays symptoms.

Symptomatic Individual: any person who displays a fever, cough, or shortness of breath

Tested Individual: a Company employee who tested positive for COVID-19

GENERAL RULE

Employees should never give medical or legal advice. Encourage concerned individuals to visit the CDC's website, the local public health department website, their primary care physician, their health insurance plan, etc.

I. RESPOND TO A POSITIVE COVID-19 TEST

Adjust these procedures as necessary when responding to a customer or other visitor's positive COVID-19 test.

A. Notification

Employee who tests positive should notify supervisor immediately. Do not contact **insert point person** until the Tested Individual is removed or isolated.

Maintaining confidentiality is critical!

B. Removal or Isolation

Immediately remove the Tested Individual from the facility to begin self-quarantine. If that's not possible, immediately isolate them in a closed room or outside.

C. Contact **Insert Point Person**

Provide contact info, including cell phone

D. Evacuate and Section Off Area

Evacuate and section off the areas visited by the Tested Individual for more than 10 minutes over the past 72 hours (e.g. work station, kitchen, truck cab). Isolate the equipment used by the Tested Individual over the past 72 hours (e.g. phones, computers, RF guns, forklift). Okay to ask the Tested Individual for this information.

E. Clean

Refer to "Facility Cleaning Response: COVID-19"

Point Person: **insert name and contact info, including cell phone**

F. Contact Tracing

Gather names of employees, customers, vendors, or visitors the Tested Individual had Close Contact with. Okay to ask the Tested Individual for this information.

Do not take it upon yourself to notify people! Work with **insert point person**.

Provide contact info, including cell phone

Close Contact Employees must self-quarantine and follow the Return to Facility procedure in section (G). Close Contact guests may return to the facility in 15 days.

G. Return to Facility

1. Tests positive for COVID-19

- a. No subsequent test to confirm negative status
 - i. Symptoms appeared more than 7 days ago,
 - ii. No fever for 72 hours without medication, and
 - iii. Other symptoms have improved
- b. Subsequent test to confirm negative status
 - i. Received 2 negative tests in a row, 24 hours apart per CDC guidelines
 - ii. No fever without medication
 - iii. Other symptoms have improved

2. Tests negative for COVID-19

Immediate return when they feel better.

3. **Symptoms develop but no test taken**
 - a. the symptoms first appeared at least 7 days ago, AND
 - b. they have been fever free without medication for at least 72 hours¹.
No doctor's note required
4. **No symptoms develop and no test taken**
On Day 15 (Day 1 being the first day of self-quarantine)
No doctor's note required.
5. **Close Contact Guest**
On Day 15 (Day 1 being the first day of self-quarantine).

H. Contact with Public Health Departments

Do not proactively contact the public health department, wait for them to contact you. Then, reasonably cooperate.

I. Public Message to Customers

Alert the facility's customers and expected guests that the facility will be closed for X hours to allow for deep cleaning per CDC guidelines. Post message on website, social media, signs on doors, email or call.

Point Person messaging: **insert name and contact information.**

Point Person delivery coverage: **insert name and contact information.**

II. RESPOND TO A SYMPTOMATIC INDIVIDUAL

Adjust these procedures as necessary when responding to a symptomatic customer or other visitor.

A. Permissible Questions

Okay to ask the symptomatic person:

1. How are you feeling?
2. Do you have the chills? Are you colder than usual?
3. Do you have the sweats? Are you warmer than usual?
4. Do you have a fever?
5. Are you sore or achy?
6. Are you weak or fatigued?
7. Do you have trouble breathing? Are you short of breath?
8. Do you have pain or pressure in your chest?

Okay to ask if they've been tested for COVID-19 and what the results were. You may not require them to test.

B. Notification

¹ A cough can last two to three weeks after the infection subsides, so cough as a sole symptom can be considered "symptom free".

A Symptomatic Individual a colleague who notices a Symptomatic Individual should notify their supervisor immediately. Do not contact **insert point person** until Symptomatic Individual is removed or isolated.

Maintaining confidentiality is critical!

C. Removal or Isolation

If the Symptomatic Individual answers “Yes” to any of the questions in Section II(A) without a reasonable explanation², s/he must leave the facility immediately and begin self-quarantine. If not possible, isolate the Symptomatic Individual in a closed room or outside.

D. Contact **Insert Point Person**

Insert contact info including cell phone

E. Evacuate and Section Off Area

Evacuate and section off the areas the Symptomatic Individual was in for more than 10 minutes over the past 72 hours (e.g. work station, kitchen, truck cab) and the equipment the Symptomatic Individual used in the past 72 hours (e.g. phones, computers, RF guns, forklift).

Okay to ask the Symptomatic Individual for this information.

E. Clean

Refer to “Facility Cleaning Response: COVID-19”

Point Person: **insert name and contact info, including cell phone**

G. Contact Tracing

Gather names of the employees the Symptomatic Individual had Close Contact with in the last 7 days. Okay to ask the Symptomatic Individual for this information.

Do not take it upon yourself to notify people! Work with **insert point person.**
insert name and contact info, including cell phone

Close Contact Employees must self-quarantine and follow the Return to Facility procedure in section G on page 2.

H. Return to Facility

See Section G on page 2.

I. Contact with Public Health Departments

Not necessary.

J. Public Message to Customers

² For example, an intense weight lifting workout the day before may cause soreness or a short sleeved shirt on a cold day may cause chills.

Alert the facility's customers and expected guests that the facility will be closed for X hours to allow for deep cleaning per CDC guidelines. Post message on website, social media, signs on doors, email or call.

Point Person messaging: **insert name and contact information.**

Point Person delivery coverage: **insert name and contact information.**

III. RESPOND TO A POSITIVE COVID-19 TEST OR SELF-QUARANTINE ORDER WITHIN AN EMPLOYEE'S HOUSEHOLD

Adjust these procedures as necessary when responding to a positive COVID-19 test or self-quarantine order within a customer or visitor's household.

A. Notification

Employees must immediately notify their supervisor if anyone in their household tests positive for COVID-19 or has been ordered to self-quarantine. Do not contact **insert point person** until the Exposed Individual is removed or isolated.

Maintaining confidentiality is critical!

B. Removal or Isolation

Exposed Individual must immediately leave the facility immediately and begin self-quarantine. If not possible, isolate the Exposed Individual in a closed room or outside.

C. Contact **Point Person**

Insert contact info including cell phone.

D. Evacuate and Section Off Area

The supervisor shall evacuate and section off the areas the Exposed Individual was in for more than 10 minutes over the past 72 hours (e.g. work station, kitchen, truck cab). The supervisor shall also identify and section off the equipment the Exposed Individual used in the past 72 hours (e.g. phones, computers, RF guns, forklift). Okay to ask the Exposed Individual for this information.

E. Clean

Refer to "Facility Cleaning Response: COVID-19"

Point Person: **insert name and contact info, including cell phone**

F. Contact Tracing

The local public health department will work closely with the Exposed Individual's household on these efforts. No other contract tracing is required.

G. Return to Facility

See Section G on page 2.

H. Contact with Public Health Departments

Not necessary.

I. Public Message to Customers

Alert the facility's customers and expected guests that the facility will be closed for X hours to allow for deep cleaning per CDC guidelines. Post message on website, social media, signs on doors, email or call.

Point Person messaging: **insert name and contact information.**

Point Person delivery coverage: **insert name and contact information.**

Facility Cleaning Response: Covid-19

This document is a guideline for how the Company will clean the facility should we suspect the a 1) Symptomatic Individual or 2) Covid-19 Positive Individual or 3) Shared Household Individual was present.

Facility with Symptomatic Individual

- 1) Determine where the individual or employee had the most physical contact (office/cubicle, restroom, kitchen, meeting rooms, etc.) over the past 72 hours.
- 2) Close off areas determined in step 1.
- 3) If comfortable, use cleaning solutions or products to wipe down touchpoints determined in steps 1. If available, it is recommended to use gloves and wash hands directly after. Recommendations provided by the CDC are listed here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- 4) Contact your current local cleaning service provider. Ask them to provide an additional cleaning within 24 hours. Also, provide them with specific areas you would like the cleaners to focus on.

Facility with Covid-19 Positive Individual or Shared Household Individual

- 1) Evacuate any employees or customers from immediately known areas where the Covid-19 positive individual has come in contact.
- 2) Determine, with help of the individual via phone, areas of the facility where the individual had been for more than 10 minutes at a time over the past 72 hours.
- 3) Determine where the individual or employee had the most physical contact (office/cubicle, restroom, kitchen, meeting rooms, etc.) over the past 72 hours.
- 4) If possible, with gloves and disinfecting wipes, open doors and windows to improve air circulation in the specified areas from step 2 and 3.
- 5) Close off areas determined in step 2 and 3.
- 6) Contact **Point Person** to set up professional cleaning service that has experience in decontamination services.
- 7) Senior Leadership will determine next steps for the facility and its' employees based on Public Health guidance.

If there are questions or concerns, please contact

Insert Point Person and contact info, including cell phone