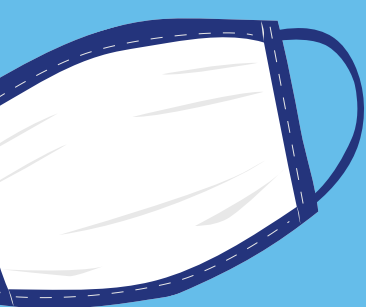# THE SUPERVISOR'S GUIDE TO COVID-19

Your Questions Answered

EMPLOYEE HAS BEEN EXPOSED TO COVID-19

You generally need to be in close contact with a person with COVID-19 to get infected. Close contact includes:

•Living in the same household as a sick person with COVID-19•Caring for a sick person with COVID-19
•Being within 6 feet of a sick person with COVID-19 for about 10 minutes, OR
•Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

If you have not been in **close contact** with a sick person with COVID-19, you are considered to be at low, but not zero risk for infection. Cases of COVID-19 do occur due to community spread. That is why hand hygiene and social distancing are important prevention measures.

If you have been exposed to a person with COVID-19, you can continue to go to work and school but should monitor your health for 14 days and stay away from others if you get sick.

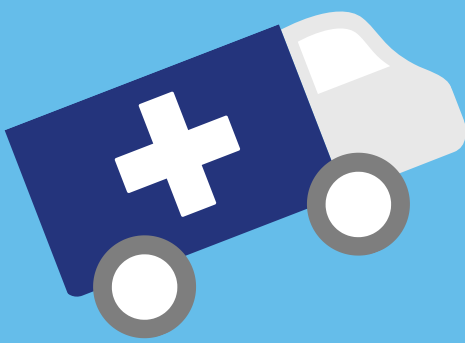## EMPLOYEE HAS FLU-LIKE SYMPTOMS

Employee reports that they have Flu-Like Symptoms (fever, chills, muscle aches, cough, congestion, runny nose, headaches, and fatigue):

The employee should remain home and not report until all of the following are satisfied:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough and congestion); and
- At least 7 days have passed since symptoms first appeared.

EMPLOYEE TESTS POSITIVE FOR COVID-19

When an employee notifies a supervisor that they have tested positive for COVID-19, the supervisor is to do the following:

1. Contact the HR Department IMMEDIATELY.
2. Keep the employee's name and any associated information STRICTLY CONFIDENTIAL. Only communicate with HR regarding this matter.

The employee may not return to work until one of the following options are completed as recommended by the Centers For Disease Control (CDC):

Option 1: Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy): Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.

Option 2: Test-based strategy: Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).

FREQUENTLY ASKED QUESTIONS

Can I check employee temperatures?
Yes, you may take employee temperatures to ensure the safety of your facility during this pandemic.

Who should I contact regarding suspected or confirmed COVID-19 illnesses?
- Verify employee's last day of work in job location and report suspected illness to HR Department.
- Notify all potentially-exposed employees while maintaining HIPAA / safety of PHI (Protected Health Information), I.e. employee identity.
- If employee has been in a County facility during past seven (7) days, contact Maintenance for thorough cleaning and disinfecting of the facility.

Can I ask an employee to stay home?
Yes, if an employee is exhibiting symptoms of a flu-like illness potentially related to the COVID-19 coronavirus or the flu.

Can I inquire about an employee's symptoms?
Yes, you may inquire about an employee's symptoms based on a "reasonable belief" evidence of the employee's illness poses a threat.

An employee disclosed they were tested for COVID-19 but has not yet received their results. What should I do?
Follow the same steps as an employee who has been exposed to COVID-19.

QUESTIONS? EMAIL HR@MADISONCOUNTYAL.GOV