

My employee is diagnosed with COVID-19. Now what?

Steps supervisors can take

If someone you supervise gets diagnosed with COVID-19, there are several steps you can take to help with the administrative side of this event.

1. Get more information to make decisions about the workplace:

- Make sure the employee is in contact with the local health department and they follow the health guidance/direction.
- Contact your local health department to receive specific guidance to confirm the employee's status and how to best clean or close your workplace.

2. Next, identify and notify people they've been in contact with at work:

- If possible, ask the employee to review their schedule for the few days before they showed symptoms. Specifically identify those people that could be considered close contacts.
 - Tip: Look for someone the infected person had face-to-face contact with within 6 feet for more than 10 minutes.
- Locate contact information for the people you identified as possible close contacts.
- Contact your local health department and give them names and contact information for the possible close contacts.
 - Tip: Your local health department will make the official determination on who you will need to consider a close contact
- After you talk to the health department, you or your HR department can begin calling the close contacts to notify them.
 - Tips: Keep the name of the person who tested positive confidential.
 - Tell them their local health department will be in contact with further instructions.
 - Ask that they go home and telework. If telework is not an option, the employee will receive no loss in pay for up to fourteen (14) days for self-quarantine.
 - Ask that they follow any guidance that the health department gives them.
 - Refer them to any internal resources or guidance available within your agency.

3. Communicate this event to your workplace:

- Notify your agency's leadership. You can do this any time in the process, usually, the sooner the better.
- Notify your Human Resources department and they will determine how best to notify the rest of your agency, possibly using one of the statewide notification templates provided on the HR Portal. Make sure this communication goes out **after** you have notified the identified close contacts.

Finally...take a breath and know you did your best to manage and minimize the health situation.