

CHECKLIST | RESPONDING TO A POSITIVE COVID-19 TEST

Presented by Zywave, Inc.

The coronavirus (COVID-19) pandemic has challenged employers to plan for how they would respond to a positive test in their workplace. Employers are responsible for handling the situation swiftly to protect the health of other employees while preserving the affected employee's confidentiality. In addition to notifying the company and its customers, employers must also disinfect the office and evaluate next steps. If you're in this situation, you may be wondering what you need to do. The Centers for Disease Control and Prevention (CDC) provides guidelines for how employers can respond, and this checklist provides an outline of steps for employers to consider.

Employer Preparedness Plans	YES	NO	N/A
Does your organization have COVID-19 testing practices in place that comply with all applicable federal and local guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a planned response been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Addressing Employee Who Tested Positive	
Calmly and empathetically address the employee to discuss next steps and assistance.	<input type="checkbox"/>
Ensure the employee that their identity will remain confidential.	<input type="checkbox"/>
Question the employee about with whom they have been in contact within the last 14 days.	<input type="checkbox"/>
Determine if the employee has been in the workplace within the last seven days.	<input type="checkbox"/>
Ensure the employee goes into isolation, and help them coordinate taking leave or paid time off until they've recovered.	<input type="checkbox"/>
Refer the employee to local health resources.	<input type="checkbox"/>

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Zywave, Inc. Agency or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

Communications	
Notify any co-workers or customers with whom the ill employee had been in contact.	<input type="checkbox"/>
Make determinations on any employees who should begin self-isolation for 14 days. Communicate steps for self-isolation, including taking leave, paid time off or remote work arrangements.	<input type="checkbox"/>
Notify the rest of the company by email or letter that an employee has tested positive for COVID-19. Keep employee's identity confidential.	<input type="checkbox"/>
Notify employees on next steps, including details for a partial or full closing of the workplace for disinfecting.	<input type="checkbox"/>
If planning on having any or all employees work from home or closing the office, disclose this information in the communication.	<input type="checkbox"/>

Close Down the Workplace	
Determine whether the workplace will be partially or fully closing for disinfecting.	<input type="checkbox"/>
If feasible, allow eligible employees to work from home during this time.	<input type="checkbox"/>
Ensure all temporary closing information is communicated to employees, including whom this affects, remote work expectations, paid time off, leave and expected timelines for reopening the workplace.	<input type="checkbox"/>
Review provisions included in the newly instituted federal leave act, the Families First Coronavirus Response Act (FFCRA), should you need to close the office or if employees opt to take leave due to COVID-19. Certain employers are required to provide employees with expanded family and medical leave for specified reasons related to COVID-19 through Dec. 31, 2020.	<input type="checkbox"/>
Create plans for only cleaning staff to be in infected areas for 72 hours during the disinfecting period.	<input type="checkbox"/>

Preparing for Disinfecting	
If the employee has been in the workplace within the last seven days, begin preparations for disinfecting the workplace.	<input type="checkbox"/>
Ensure necessary cleaning supplies are stocked, including soap and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19.	<input type="checkbox"/>
Ensure personal protective equipment is stocked for cleaning teams, including gloves, gowns and face coverings.	<input type="checkbox"/>
Evacuate planned areas for disinfecting for at least 72 hours.	<input type="checkbox"/>

Disinfecting the Workplace	
Close off all areas visited by the person, open windows and use ventilating fans with airflow. After opening up the airflow, wait 24 hours before beginning cleaning.	<input type="checkbox"/>
After 24 hours, cleaning staff should begin disinfecting all areas and equipment used by the person.	<input type="checkbox"/>
Ensure cleaning staff is using personal protective equipment, including gloves, gowns and face coverings.	<input type="checkbox"/>
Begin by cleaning all hard surfaces with soap and water.	<input type="checkbox"/>
Apply a disinfectant to all surfaces. The EPA lists appropriate disinfectants for use against SARS-CoV-2, the virus that causes COVID-19.	<input type="checkbox"/>
Clean soft surfaces such as carpeted floor, rugs and drapes. For soft surfaces, best cleaning practices are similar to those of hard surfaces. However, you can clean by laundering if possible. If not an option, continue to clean with a disinfectant.	<input type="checkbox"/>
Clean electronic devices, according to manufacturers' instructions, or with alcohol-based cleaning solutions with at least 70% alcohol.	<input type="checkbox"/>
Clean soft laundry items, such as towels, linens and work-related clothing using manufacturers' instructions, using the warmest possible water setting.	<input type="checkbox"/>
When employees return after 72 hours, resume routine cleaning routines.	<input type="checkbox"/>

Use this checklist as a guide when planning how to respond to an employee testing positive for COVID-19. For any items you are unable to check, consider if any updates to your organization's response could help protect the health and safety of employees and guests. By preparing in advance, employers can swiftly respond to the employee, effectively notify the rest of their organization and make plans for moving forward. Zywave, Inc. is here to help during these uncertain times. Contact us today for additional COVID-19 resources and guidance for how your company can respond to it.