

COVID-19

EXPOSURE PROTOCOL



Primary

Employee has been diagnosed with COVID-19.

QUARANTINE

Employee should follow recommendations of health professionals. Employee can only return to work after receiving a clearance for duty from a physician and a documented negative COVID-19 result.

NOTIFY MIC to notify the following:

- County Health Department to report Direct Exposure
- Jeff Palombo (205) 803-0158
- Aimee Comer (205) 803-0168
- Your Direct Manager
- Your client

IDENTIFY team members who have been in DIRECT contact with the employee

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee
- Team members should be notified that they have been in contact with someone (avoid identifying the person by name) who has tested positive
- Refer team members to direct exposure steps

CHARGE EMPLOYEE'S TIME to COVID code in FTC (for all available PTO)

CLOSE FOR CLEANING

Temporarily close the office/worksites to deep clean the spaces where the employee worked



Primary Symptoms/ Direct Exposure

Employee has been in direct contact with someone who has tested positive for COVID-19 OR employee has COVID-19 symptoms.

QUARANTINE

Employee should quarantine until receiving a negative COVID-19 result or a clearance for duty from a medical professional.

NOTIFY the following individuals:

- Jeff Palombo (205) 803-0158
- Aimee Comer (205) 803-0168
- Your Direct Manager
- Your client

IDENTIFY team members who have been in DIRECT contact with the employee

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee
- Refer team members to secondary exposure steps

CHARGE EMPLOYEE'S TIME to COVID code in FTC (for all available PTO)

CLEAN EMPLOYEE AREA

Deep clean the office/work space where the employee worked



Secondary

Employee has been in direct contact with someone who has had direct exposure OR direct contact with someone who has shown COVID-19 symptoms.

NO QUARANTINE

Employee should monitor their own symptoms and report if they begin to have symptoms or if their contact tests positive for COVID-19.

NOTIFY the following individuals:

- Jeff Palombo (205) 803-0158
- Aimee Comer (205) 803-0168
- Your Direct Manager

IDENTIFY team members who have been in DIRECT contact with the employee, but notification to these team members is not necessary until positive result (if any)

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee

Tertiary

(3rd Removed Contact) Employee has been in contact with a Secondary Exposure person/employee.

NO ACTION unless this employee moves to secondary exposure

KEEP COMMUNICATION LINES OPEN

