# COVID-19 Exposure Protocol – Employee Guidance

<table>
<thead>
<tr>
<th>PRIMARY</th>
<th>PRIMARY EXPOSURE</th>
<th>SECONDARY EXPOSURE</th>
<th>TERTIARY EXPOSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee is diagnosed with COVID-19 or is presumed positive by a health care provider</td>
<td>Employee has symptoms, or was in close contact with someone who tested positive for COVID-19 or is presumed positive</td>
<td>Employee has close contact with a Primary Exposure or with someone who is symptomatic of COVID-19</td>
<td>Employee was in close contact with someone who had a Secondary Exposure</td>
</tr>
</tbody>
</table>

## ISOLATION
- Isolate at place of residence for a minimum of 10 days
- Report off work to Supervisor
- Report positive test result to Human Resources (HR)
- Assist with contract tracing by identifying others with whom you have been in close contact*
- Remain in Isolation for the time period established by the CDC (at least 10 days and 24 hours with no fever and improved symptoms)

## QUARANTINE
- Quarantine for a minimum of 14 days
- Report status to Supervisor
- Report to HR if close contact or symptomatic
- May be tested when symptomatic or > 6-days after last close contact

## NO QUARANTINE
- Self-monitor for symptoms

### QUARANTINE
- If your primary exposure / close contact tests positive, then quarantine and follow Primary Exposure guidance

## SYMPTOMS
- Fever (>100.4 F) or chills
- New loss of taste or smell
- Muscle aches
- Cough or sore throat
- Shortness of breath
- New or unusual headaches
- New gastrointestinal symptoms

## ALL EMPLOYEES
- Temperature check daily before reporting to work
- Watch for symptoms
- Stay home if sick
- Practice social distancing
- Wear face covering
- Wash hands frequently
- Keep surfaces clean and disinfected

*Close contact means someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

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