

# Procedures for Workplace Exposures

1. Quarantine employee at home
2. Vacate and clean areas used by employee
3. Notify potentially exposed coworkers, staff, and tenants
4. Determine when employee may return to work



## Quarantine employee at home

1. Employee will remain at home for at least 10 days and consult with their health care provider.
2. The Partnership will notify Cumberland County Health Department of infection.
3. If an employee hasn't tested or tests negative, but has recently been in close contact with someone who has tested positive, that employee will not report to work onsite, but instead work from home for 14 days.
4. Supervisors will notify HR immediately.
5. Supervisors will direct staff who are sick to stay at home.



## Procedures for Workplace Exposures

## Clean areas used by employee

1. The Partnership will close off impacted workspaces and partner with cleaning agency to clean and disinfect relevant areas.



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## Notify employees and tenants

1. The Partnership will retrace the activities of the infected employee and notify any coworkers who recently had close contact with that person.
2. The Partnership will notify all staff of the workplace exposure and safety measures implemented to ensure continued health and safety of staff in building.
3. The Partnership will repeat these steps for tenants.
4. The Partnership will not divulge the employee's identity when making notifications.



## Procedures for Workplace Exposures

## Determine employee return to work

1. The Partnership will not require a negative COVID-19 test before employees return to work.
2. The Partnership will require employees to complete a self-certification form before returning to work.
3. The Partnership will follow these guidelines:
  - a. Those who remain asymptomatic can end isolation 10 days after testing positive.
  - b. Those with mild to moderate symptoms can end isolation after 10 days if at least 24 hours have passed without fever (with no fever-reducing meds) and other symptoms have improved.
  - c. Those with severe symptoms may need to isolate for a full 20 days or longer.



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