

# COVID-19 Exposure Response Plan Updated 12/9/20

## ACTIONS IN RESPONSE TO SYMPTOMS

### Employee displaying COVID-19 symptoms

- If at work: Isolate the employee to the room designated by HR, check temperature, have employee call 1-800 MD for guidance.
- If employee advised to get COVID test, then conduct additional surface cleaning to the employee's work area and surfaces they may have touched.
- Employee sent for testing must remain out until test results are received.
- If at home: Employee should not report to work notify HR and seek medical treatment. If employee is advised to get COVID test, they must remain out until results are received.
- Review employee's work area 48 hours prior to symptoms for additional surface cleaning.

### Employee living with or who has had close contact (< 6 feet)\*\* for a prolonged period of time with an individual with COVID-19 symptoms

- Employee should not report to work and notify HR. Have the sick individual seek medical treatment and testing. If the suspected COVID individual is advised to get tested, the employee must remain out until results are received.
- If employee is notified at work, they should leave immediately and follow instructions above.

If negative test results are received the employee may return to work.  
If positive test results, see below.

## ACTIONS IN RESPONSE TO POSITIVE TEST RESULTS

### Employee with confirmed COVID-19 (positive test)

- If at work isolate employee and send home. If at home employee must stay home.
- Review employee's work area 48 hours prior to symptoms for additional surface cleaning.
- Notify close contact co-workers of possible exposure.
- Determine if any co-workers need to be sent home to quarantine. Ask COVID positive employee to identify others who worked within **6 feet** of them for **15 minutes** or more within the **48 hours prior** to them having symptoms.
- Consider whether the individual had symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask.
- Decide if any coworkers need to be sent home for 14-day quarantine.

### Employee living with or who has had close contact (< 6 feet)\*\* for 15 minutes or more with confirmed COVID-19 (positive test)

- Employee is to quarantine for 14 days.
- Notify select employees of a co-workers outside the workplace exposure.

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## RETURNING FROM ISOLATION (COVID-19 POSITIVE EMPLOYEES)

TIA will utilize the CDC symptoms based strategy with the additional requirement of a negative test for COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

- HR will contact the employee who tested positive and will determine if they meet the following criteria:
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Other symptoms of COVID-19 are improving\*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
- If a physician requires a test or recommends a longer period of isolation, we will follow their written guidance.

**New information:** However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

## ACTIONS IN RESPONSE TO INTERNATIONAL TRAVEL

Get tested with a viral test 3-5 days after travel **AND** stay home for 7 days after travel.

- Even if you test negative, stay home for the full 7 days.
- If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, you must stay home for 10 days after travel.

Always follow state and local recommendations or requirements related to travel.

## CDC Guidelines Referenced for this Plan

- Symptoms of Coronavirus
  - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Manufacturing Workers and Employers
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers.html>
- Quarantine and Isolation
  - [When You Can be Around Others After You Had or Likely Had COVID-19 | CDC](#)
  - [Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing | CDC](#)

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- International Travel
  - [After You Travel Internationally | CDC](#)
  - [Testing and International Air Travel | CDC](#)