



DCNR COVID-19 Safety Fact Sheet #12 5/8/2020

If an Employee Has a Probable and/or Confirmed Case of COVID-19

The COVID-19 outbreak presents unusual circumstances that require us to do whatever is necessary to further our mission. This fact sheet discusses simple things that you can do to keep yourself and others healthy and stop the spread of this virus. Treat everyone as though they are a COVID-19 carrier and every common surface as if it harbors the virus. Remember, one careless person can spread the virus to the whole work unit. It is our responsibility to keep our community and colleagues safe.

Work sites exposed to a person with a presumptive, confirmed, or probable case of COVID-19 are required to **i) close-off, clean and disinfect areas** visited by the person, **ii) identify employees** that were in close contact with them, and **iii) implement health screenings** for employees that enter the work site.

Categories of COVID-19 cases include:

Probable Case if they have:

- COVID-related symptoms (i.e., fever, cough, shortness of breath, chills, repeated shaking, muscle pain, headache, sore throat, new loss of taste or smell) AND Exposure to a high-risk situation

OR

- Positive antibody test AND
 - i) Symptoms OR ii) Exposure to a high-risk situation.

Presumptive Case if they received a positive test result for the virus (NOT a test for the antibodies) at a local/state level.

Confirmed Case if they received a positive test result for the virus from the Centers for Disease Control and Prevention (CDC).

Employees with a presumptive, confirmed, or probable case of COVID-19

- **Shall be sent home** (or not report to work), told to contact their health care provider, and be advised by their supervisor on the type of leave to use
- **Should be provided** a copy of the *Referral to Medical Services Notice – Employees and Return to Work Status Form*
- **They shall not report** back until they have done **ALL** the following
 - met the CDC guidelines for discontinuing (ending) self-isolation
 - submitted their *Return to Work Status Form*
 - spoken to their supervisor about returning to work
- **CDC guidelines** for discontinuing self-isolation depend on whether the employee has been tested to determine if they are contagious:
 - **If they do not get tested**, they can return to work after they meet ALL the following:
 - No fever for at least 72 hours without the use of medicine that reduces fevers
 - Respiratory-related symptoms (e.g., cough, shortness of breath) have improved
 - At least 10 days have passed since your symptoms first appeared.
 - **If they do get tested**, they can return to work after they meet ALL the following:
 - No fever (without the use of medicine that reduces fevers)
 - Respiratory-related symptoms (e.g., cough, shortness of breath) have improved
 - They received TWO negative molecular assay tests in a row, 24 hours apart

Close-off, Clean and Disinfect Areas Visited by an Infected Person (i.e. someone with a probable, presumptive, or confirmed case of COVID-19)

- Determine where the infected person was working. Ask the person directly, check their Employee Contact Log (See DCNR COVID-19 Safety Fact Sheet #11) and building entry logs.
- Close off the areas used and visited by the infected person.
- Open outside doors and windows, if possible, and use ventilating fans to increase air circulation to those areas.
- Wait 24 hours (or as long as practical) before beginning cleaning and disinfection.
- DGS or contracted cleaning staff shall be responsible for cleaning office areas, restrooms, and common areas. Agency staff shall be responsible for cleaning other areas like desk surfaces, electronic equipment, and soft surfaces (See DCNR COVID-19 Safety Fact Sheet #3).
- Clean and disinfect vehicles (See DCNR COVID-19 Safety Fact Sheet #7) and common equipment used by the infected person.
- **If more than 7 days** since the infected person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection of the work site.

Identify Employees Who Were in Close Contact with the Infected Person

- Identify employees that were in close contact (within about 6 feet for about 10 minutes) with the infected person from the period of 48 hours before symptom onset, to the time at which the infected person last left the work site.
- Check the logs of employees who were likely to interact with the infected employee.
- Check building logs to see if anyone was in the building after the infected person.
- Let the employees in close contact know: "Someone in our workplace has a probable or confirmed case of COVID-19, and they have identified you as a close contact according to the CDC definition and you are considered exposed." Do not disclose the employee's identity to maintain confidentiality.
- Inform the employees in close contact they should quarantine at home for 14 days and contact their health care provider immediately.
- Provide employees in close contact with a copy of the *Referral to Medical Services Notice – Employees* and *Return to Work Status Form*.
- If they become sick during the work day, send them home immediately and follow procedures as if they are a probable case of COVID-19 (see above).

Implement health screenings when it is first learned the work site has been exposed to person with a probable, presumptive, or confirmed case of COVID-19

- Implement health screenings before an employee enters the building, prior to the start of each shift or before the employee starts work.
- Individuals that do not pass the health screening may not enter the worksite.
- If an employee is sent home, consult with supervisors on the appropriate use of leave.
- Ensure employees practice social distancing while waiting to be screened.
- Screenings should be conducted for at least 14 days after an exposure.

Follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed reference the CDC or the Pennsylvania Department of Health websites.

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