

REVISED
COVID-19 PROTOCOL FOR REPORTED POSITIVE TESTS OF EMPLOYEES OR
POTENTIAL EXPOSURE

ORIGINAL

Revision Date: October 29, 2020

In the event that an employee tests positive for COVID-19 or has been in “close contact” to a person that has tested positive for COVID-19 from a source inside or outside of the workplace, the employee should report this fact to their department head or elected official supervisor immediately. The County will maintain the anonymity of the employee involved and all medical information will be treated confidentially and pursuant to the Health Insurance Patient Portability Act (HIPPA) privacy requirements. The following procedures will be in place:

1. Any employee that tests positive for COVID-19 (regardless of asymptomatic or not) or that that has been in “close contact” with a person that tested positive for COVID-19 shall report that fact, in confidence, to the elected official or department head supervisor promptly.
2. Any employee that tests positive for COVID-19 shall be isolated away from work for a period of 14 days from the date of the test or 10 days from the date in which symptoms first appeared AND 24 hours with no fever without the use of fever reducing medications AND other COVID-19 symptoms are improving.
3. Any employee that has a “close contact” to a person or family member that tests positive for COVID-19 the employee shall be isolated away from work for a period of 14 days from the date of last instance of close contact. The employee that has a “close contact” is encouraged to be tested for COVID-19.
4. Under the CARES Act, an employee that is quarantined or isolated because of a positive COVID-19 test or because of a “close contact” shall be paid their regular salary for the period of their quarantine or isolation.
5. Employees that exhibit “flu like” symptoms should be encouraged to be tested for COVID-19 as soon as possible and should not report to work until such time as the symptoms have abated and/or they have been without a fever (un-medicated) for at least 24 hours.
6. If an employee tests negative for COVID-19 and has not had a “close contact” then their time off shall be paid only if they have any accumulated sick, personal or vacation time. If they do not have accumulated time off, then their time away from work shall be “unpaid”.
7. If an employee is off work for more than 3 days that is not “COVID-19” related, then they are still required to provide a physician’s statement of the illness as per the County Handbook and policies.
8. The Elected Official and/or Department head shall report the fact that an employee tested positive for COVID-19 or was in “close contact” with a person that tested positive for COVID-19 to the County’s HR Department. The employee who was in “close contact” shall provide a statement to HR of the nature of the “close contact”.

9. The County's HR Department shall place a notation in the medical personnel file of the employee that tested positive or was in "close contact" with someone tested positive for COVID-19.
10. During the isolation period the employee (whether they tested positive or were in "close contact" with a person that tested positive") the employee shall monitor their symptoms.
 - a. If an employee that has been in "close contact" with a person that tested positive for COVID-19 and the employee develops symptoms, then they should be tested at that time.
 - b. If the same employee now tests positive for COVID-19 then they shall continue to self-isolate for an additional 10-day period of time and not return to work until the 10 days have passed from the onset of symptoms AND 24 hours fever free AND symptoms improving.
 - c. If an employee that has tested positive or been in "close contact" with a person that tested positive and the person that tested positive displays no symptoms, then the employee shall complete their isolation period of 14 days and may return to work if they are symptom free or have been fever free for more than 24 hours without the use of fever reducing medication and their symptoms are improving.
 - d. An employee that has been in "close contact" with a person that has tested positive for COVID-19 shall be permitted to return to work after their self-isolation period of 14 days counted from their last day of contact if they are displaying no symptoms.
11. Any employee that is under quarantine either as a result of a positive COVID-19 test or because of "close contact" exposure, then the employee shall qualify for the Families First provision of the CARES Act and shall receive their normal salary for their quarantine period.
12. Any employee that has been off work for more than 3 days and who has not provided a physician's statement providing the reasons for the "sick leave" which are NOT related to COVID-19 (for any other reason) may only return to work after receiving a negative COVID-19 test.
13. Employees in the same office or department shall be notified of the positive test (but not identify the name of the employee) and that if they have not been contacted then they have not been in "close contact" to positive COVID-19 employee. The employees notified of the positive test in their office or department and not in "close contact" will be encouraged to obtain a COVID-19 test, but are not required to be quarantined. Department heads or elected officials should also conduct their own contact tracing in their offices to determine which employees could have been in close contact with the employee that tested positive. Department heads and elected officials are reminded that the identity of the employee that tests positive should always remain confidential.
14. The State Health Department shall contact the employee that tests positive for COVID-19 and perform a "contact tracing" of the employee and potential individuals with exposure. Those individuals that have been in "close contact" shall be suggested to quarantine for 14 days. During the quarantine time if the employee that tested positive for COVID-19 or was in "close contact" to a person that tested positive for COVID-19 and develops symptoms during the self-isolation period, then the employee shall continue their self-isolation for an additional 10 days from the onset of symptoms before they may return to work. In order to return to work the employee must be free of a fever (un-medicated) for at least 24 hours and their symptoms be improving. Employees are encouraged to cooperate with the State contact tracers and provide complete and truthful responses to the questions.

15. Any employee that meets the Center for Disease Control (CDC) definition of "close contact" with a person or family member that tests positive for COVID-19 employee may obtain a COVID-19 test, but they shall self-quarantine for 14 days. They may return to work at the end of the quarantine period and are symptom free. Those employees that meet the criteria of "close contact" shall be paid their regular salaries as per the CARES Act requirements.

DEFINITIONS-

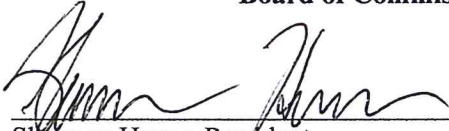
"close contact" shall mean

1. A person who lives in the same household of a positive case; or
2. A person who has been within 6 feet of positive case for a cumulative period of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or if the person that tests positive is asymptomatic, then 2 days before the test collection; or
3. A person who has cared for a positive case or come in contact with respiratory secretions of a positive case.

Dated this 29th day of October, 2020.


November 2, 2020
HK

Board of Commissioners, Delaware County, IN


Shannon Henry, President


James King, Vice President


Sherry Riffin, Member

Attest: 
Steve Craycraft, County Auditor