

When An Employee Tests Positive for An Infectious Disease: City of Eau Claire Protocols for Responding to a Positive Workforce Exposure

Immediately

1. If the employee is in the facility, he/she should immediately be isolated in an enclosed space, such as a conference room, or their own office space if they have one.
2. Quickly determine a strategy for the employee to leave the workplace immediately in a manner which avoids exposure to others while protecting the privacy of the individual.
3. The employee should be advised to seek medical attention and not to return to work until cleared by the Eau Claire City-County Health Department or a medical provider. Provide the employee with a list of key City contacts and phone numbers (see Exhibit A attached).
4. Contact your division head and department director to notify them of the situation.
5. In consultation with your division head and department director, determine who will contact Risk Management and Incident Command.

Risk Management: Colleen Schian at 715-839-4908

Incident Command: Al Bertrang at 715-839-2911

6. Close off areas the infected employee had contact with in the past 14 days and open outside doors and windows to increase air circulation in the area, if possible.

Within One – Two Hours

1. Incident Command, Risk Manager, Human Resources Director, IT Manager, and City Manager meet to make key determinations. Key determinations include:
 - a. Who will be the incident command leader responsible for implementing response plan and assigning action items?
 - a. Per CDC guidelines, incident command leader strongly encouraged to contact state and local health officials so timely and accurate information can guide appropriate response/decisions.
 - b. Should all employees be sent home?
 - a. If yes, determine length of time and compensation/time code(s) to be used. Consider any leave covered under the Families First Coronavirus Response Act (FFCRA) or temporary City leave policies.

- b. Assess work impact and if employees can work remotely, if not already doing so. Implement Temporary Telecommuting Guidelines and set up systems/equipment for remote work, if needed.
 - c. If no, identify person to procure PPE if necessary or requested by employees.
- c. Should the building where employee worked be closed?
 - a. Identify person to arrange for thorough cleaning/disinfecting per CDC guidance and when that should take place.
 - b. Note that for facilities that do not house individuals overnight, the CDC recommends waiting as long as practical and if possible, up to 24 hours, before cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- d. In consultation with the Eau Claire City-County Health Department, identify person to conduct phone interview with infected employee, assuming employee is medically able to participate (see Exhibit B, attached, if Health Department tracer is not available to conduct the interview). Document and send all interview notes to Human Resources.
- e. Develop list of individuals likely to have had close contact with the infected employee and prepare communication plan (“close contact” defined as same workspace; within 6-feet of a person for a prolonged time period; or direct contact with infectious secretions).
 - a. Determine if those in close contact with infected employee should be sent home and, if yes, determine length of time and compensation/time code to be used.
 - b. Close contacts should be told that, out of an abundance of caution, that they should self-quarantine for 14 days.
- f. Prepare notifications to workforce and customers/third parties/media, if appropriate (see Exhibits C, D, and E attached).

Within Two - Five Hours

1. Incident Command will execute communication plan for co-workers and others who had close contact with infected employee.
2. Incident Command will execute communication plan for workforce including, if applicable, closure and anticipated return to work. Consider including compensation/time code(s), leave information, and reminder to employees that harassment or discrimination against employee with a positive COVID-19 diagnosis is strictly prohibited.
3. Confirm arrangements for cleaning/disinfection of facility.

Within 24 – 48 Hours

1. Conduct cleaning and disinfection of facility. Cleaning and disinfection should include work spaces, rest rooms, break rooms, common areas, countertops, door knobs, equipment and tools employee had contact with in past 14 days. CDC guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
2. Incident Command will develop plan to address impact on provision of services to internal and external customers and community.
3. Incident Command will execute communication plan for third parties; including if appropriate vendors, business associates, and the media.