



Informing of Positive COVID Employee

The following policies are the guidelines Two Bettys Green Cleaning uses to inform the appropriate staff when an employee receives a positive COVID-19 diagnosis:

If an employee receives a positive COVID-19 diagnosis:

- HR Director will contact the Minnesota Department of Health so they can start an investigation.
- HR Director will contact all employees that COVID-19 positive employee was in close contact with (within 6 feet for more than 15 minutes) during the period from 72 hours before symptoms onset until meets criteria, for [discontinuing home isolation](#). Identity and health information of infected employee will remain confidential at all times.
- These employees will be notified to:
 - Contact their healthcare provider.
 - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others during this time.
 - Self-monitor for symptoms: check temperature twice a day, preferably 8 hours apart, and watch for fever, cough or shortness of breath.
 - Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had the same exposure).
 - Follow [CDC guidance](#) if symptoms develop.
 - [Sample Exposure Notice](#).
- HR Director will discuss options for pay during quarantine:
 - Sick & Safe Time
 - Paid sick leave under Families First Coronavirus Relief Act
 - Unpaid time
 - Work from home if role allows
- HR Director will record illness on OSHA log
 - The following three criteria are considered when determining if a case must be recorded on OSHA log:
 - Confirmed case of COVID-19;
 - Work-relatedness; and

- Illness resulting in death, days away from work, restricted work or the transfer to another job, medical treatment beyond first aid or the loss of consciousness.