



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 all employees and clients that COVID-19 positive employee was in close contact with. Close contact is someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated. Identity and health information of an infected employee will remain confidential at all times.
- These employees/client 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;

Dated: June 18, 2020

- 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.

Dated: June 18, 2020