

# COVID-19 Response Checklist

## Positive Test or Close Contact with Positive or Presumed Positive<sup>1</sup> Person

### Employee

Employee contacts supervisor promptly to notify of either: 1) their positive test for COVID-19, or 2) close contact<sup>2</sup> with someone who has had a positive test or is presumed positive based on symptoms. Supervisor immediately contacts Appointing Authority and Human Resources.

### Appointing Authority

#### Directing Self Quarantine

##### A. Employee Positive Test or Presumed Positive

Appointing Authority directs employee with positive test result or who is presumed positive to self-quarantine from work locations and outside work activities *for at least 10 calendar days from the date the test was administered (or from the date symptoms appeared for presumed positive)*.

- Direction to self-quarantine is issued in writing using COVID-19 letter template. Direction to self-quarantine can be issued verbally if urgent need, but will be followed up in writing with a copy to Human Resources.

- Employees directed to self-quarantine are generally assigned to telework during their self-quarantine period. If no telework option is available, contact Human Resources.

- Employees directed to self-quarantine due to a positive test or who are presumed positive should not return to work after the 10 calendar days unless they have been 1) fever-free for at least 24 hours without the use of fever-reducing medications, and 2) their symptoms have gotten better. If they do not meet these criteria, the employee's self-quarantine period will be extended until these criteria are met.

Appointing Authority works with employee with positive test result or who is presumed positive to determine close contacts with DNR employees, vendors, and members of the public for the 14 calendar days prior to the date the positive test was administered (or from the date symptoms appeared for presumed positive). Additionally, to identify any close contacts *since the test was administered*. Be as detailed as possible for all potential contacts.

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<sup>1</sup> A person is presumed positive if they develop COVID-like symptoms following close contact with a confirmed positive or presumed positive person.

<sup>2</sup> A close contact is defined by the Centers for Disease Control as: Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period.

- If employees outside of the Appointing Authority's area are identified as having close contact, the Appointing Authority will notify the Appointing Authority or designee for that area.

- If vendors or members of the public are identified as having close contact, the Appointing Authority will initiate notification to those entities.

Appointing Authority works with employee to determine list of DNR facilities entered within the last 7 calendar days. This information is used to determine whether an office closure for cleaning is necessary.

B. Employee Close Contact with Confirmed Positive or Presumed Positive (no ongoing close contact)

Appointing Authority directs employee who has had close contact with a confirmed positive or presumed positive person to self-quarantine from work locations and outside work activities *for at least 14 calendar days from last close contact*. **Do not share name of confirmed positive person.**

- Direction to self-quarantine is issued in writing using COVID-19 letter template. Direction to self-quarantine can be issued verbally if urgent need, but will be followed up in writing with a copy to Human Resources.

- Employees directed to self-quarantine are generally assigned to telework during their self-quarantine period. If no telework option is available, contact Human Resources.

- Employees directed to self-quarantine due to close contact with a confirmed positive or presumed positive person should not return to work after the 14 calendar days unless they are symptom free and have not tested positive for COVID-19 during their self-quarantine period. If they do not meet these criteria, the employee's self-quarantine period will be extended until these criteria are met.

- If an employee directed to self-quarantine for close contact with a confirmed positive or presumed person develops COVID-like symptoms while on self-quarantine, then they are presumed positive. Follow *Employee Positive Test or Presumed Positive* steps for this employee AND follow *Employee Close Contact with Confirmed Positive or Presumed Positive Person* steps any employees who have had close contact with the presumed positive employee.

C. Employee Close Contact with Confirmed Positive or Presumed Positive (with ongoing close contact)

Appointing Authority directs employee who has ongoing close contact with a confirmed positive person to self-quarantine from work locations and outside work

activities. *The self-quarantine period ends 14 calendar days after the person the confirmed case meets the following criteria:*

--10 calendar days since the positive test was administered (if person has no symptoms)

-OR-

--10 days since the symptoms first appeared, and

--24 hours with no fever without the use of fever reducing medications, and

-- other symptoms of COVID-19 are improving

- Direction to self-quarantine is issued in writing using COVID-19 letter template. Direction to self-quarantine can be issued verbally if urgent need, but will be followed up in writing with a copy to Human Resources.

- Employees directed to self-quarantine are generally assigned to telework during their self-quarantine period. If no telework option is available, contact Human Resources.

- Employees directed to self-quarantine due to ongoing close contact with a confirmed positive or presumed positive person should not return to work after the 14 calendar days unless they are symptom free and have not tested positive for COVID-19 during their self-quarantine period. If they do not meet these criteria, the employee's self-quarantine period will be extended until these criteria are met.

- If an employee directed to self-quarantine for close contact with a confirmed positive or presumed positive person develops COVID-like symptoms while on self-quarantine, then they are presumed positive. Follow *If Employee Positive Test or Presumed Positive* steps for this employee AND follow *If Employee Close Contact with Presumed Positive Person* steps below for other employees (if any) who have had close contact with the presumed positive employee.

### **Exceptions to Self-Quarantine Situation B and C above:**

*Fully vaccinated employees* who have had close contact with someone with COVID-19 are not required to quarantine if they meet all of the following criteria:

1. Are fully vaccinated as defined in DNR's COVID-19 PPE & Disinfectant Protocol and have provided proof of vaccination to DNR. AND
2. Have not had any symptoms or tested positive since the close contact. Fully vaccinated people should still watch for symptoms for 14 days after their exposure.

### **Reporting and Communication**

Appointing Authority: Reports confirmed case/close contacts with DNR employees and facilities visited to HR Director, Deputy Chief Operating Officer and agency Safety Manager.

- Appointing Authority provides Human Resources with a list of all DNR employees contacted and put on self-quarantine, including name, job class, exposure/confirmed location, self-quarantine dates and whether assigned to telework.
- Appointing Authority: If vendors or members of the public are identified as having close contact, based on communication strategy, either directly or using appropriate chain-of-command, contacts vendors and members of the public regarding potential exposure. **Do not share name of employee with confirmed case.**
- Appointing Authority sends general office closure and potential exposure notification to staff as needed.
- Appointing Authority makes contact as needed with employees assigned to self-quarantine to determine resources and/or assistance needs and whether experiencing symptoms.

### **Building Cleaning**

- Appointing Authority works with cleaning vendor (or facilities with DES for NRB) to clean facility(s) following DNR guidelines.

### **Deputy Chief Operating Officer, Appointing Authority, Human Resources and Safety Manager**

- Determine building closure(s).
- Safety Office: Notify the local health jurisdiction within 24 hours if the agency suspects COVID-19 is spreading in the workplace, or if the agency is aware of two or more employees who develop confirmed or suspected COVID-19 within a 14-day period.
  - Suspected cases are when an employee doesn't have a positive test or confirmed case of COVID-19, but they are getting tested, isolating, or quarantining because of close contact with another employee who has COVID-19. These cases include when employees who have been at the worksite report a positive test result and other employees or customers have been in close contact.
  - If the employer becomes aware of this circumstance and it is not an individual case or where workplace exposure may have occurred with an individual, the local public health jurisdiction will be notified.

### **Human Resources Director:**

- If NRB employee:
  - HR Director: Contacts NRB Agency counterparts
  - Human Resources: Sends Appointing Authority's staff notification to Unions.
- Human Resources: Sends Appointing Authority's staff notification to Director of State Human Resources.