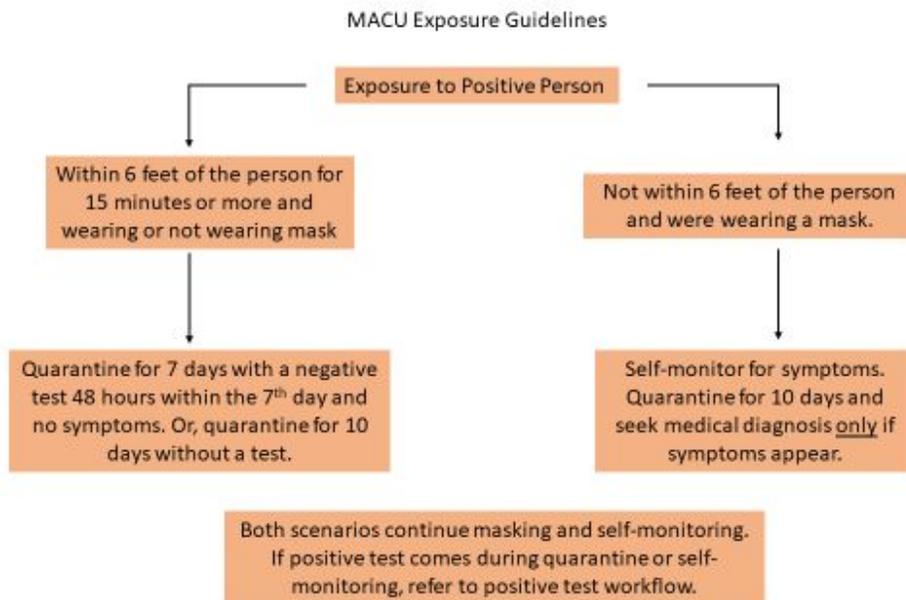


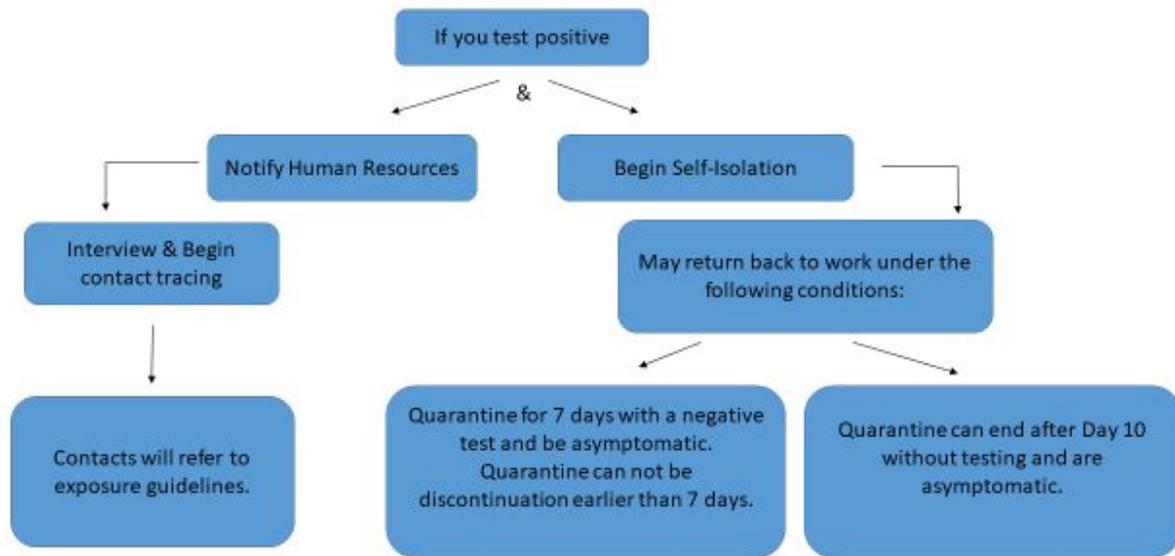
Employee Protocol for Isolation, Quarantine and Contact Tracing

One of our focuses has been and will continue to maintain a stable, healthy work environment to mitigate the risk of COVID-19. All employees must notify Human Resources, extension 3196 if they are exposed or test positive. Below are the guidelines the Human Resources department will follow for appropriate protocol.

Isolation separates sick people with a contagious disease from people who are not sick. If an employee tests positive, they do not need to repeat a test. Unless your illness requires hospitalization, you can return to normal activities (e.g., work or school) after the passage of 10 days from the onset of symptoms and 24 hours from when any fever has subsided on its own (without the aid of any fever-reducing medications).



MACU Employee Positive COVID-19 Workflow



Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health and follow directions from our state or local health departments.

Who needs to quarantine? *People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.*

People, who have tested positive for COVID-19, do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You are within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you.

Steps to take – *Stay home and monitor your health*

- Stay home for 10 days after your last contact with a person who has COVID-19
- Watch for fever (100.4F), cough, shortness of breath or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

When to start and end quarantine:

- You should stay home for 10 days after your last contact with a person who has COVID-19
- For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2-10 days after exposure to the virus.

The scenarios below are to help in determining when you can end quarantine and be around others.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (co-workers, neighbor or friend)

Your last day of quarantine is 10 days from the date you had close contact

Date of last close contact with person who has COVID-19 + 10 days = end of quarantine

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (roommate, partner, family member), and that person has been isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 10 days from when the person with COVID-19 began home isolation

Date person with COVID-19 began home isolation + 10 days = end of quarantine
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Scenario 3: Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 10 days quarantine period because of close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart the quarantine?

Yes. You will have to restart your quarantine from the last day you have close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.

Date of additional close contact with person who has COVID-19 + 10 days = end of quarantine

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, doesn't have a separate bedroom to isolate the person who is sick, or lives in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick and quarantine for 10 days after the person who has COVID-19 meets the criteria to end home isolation.

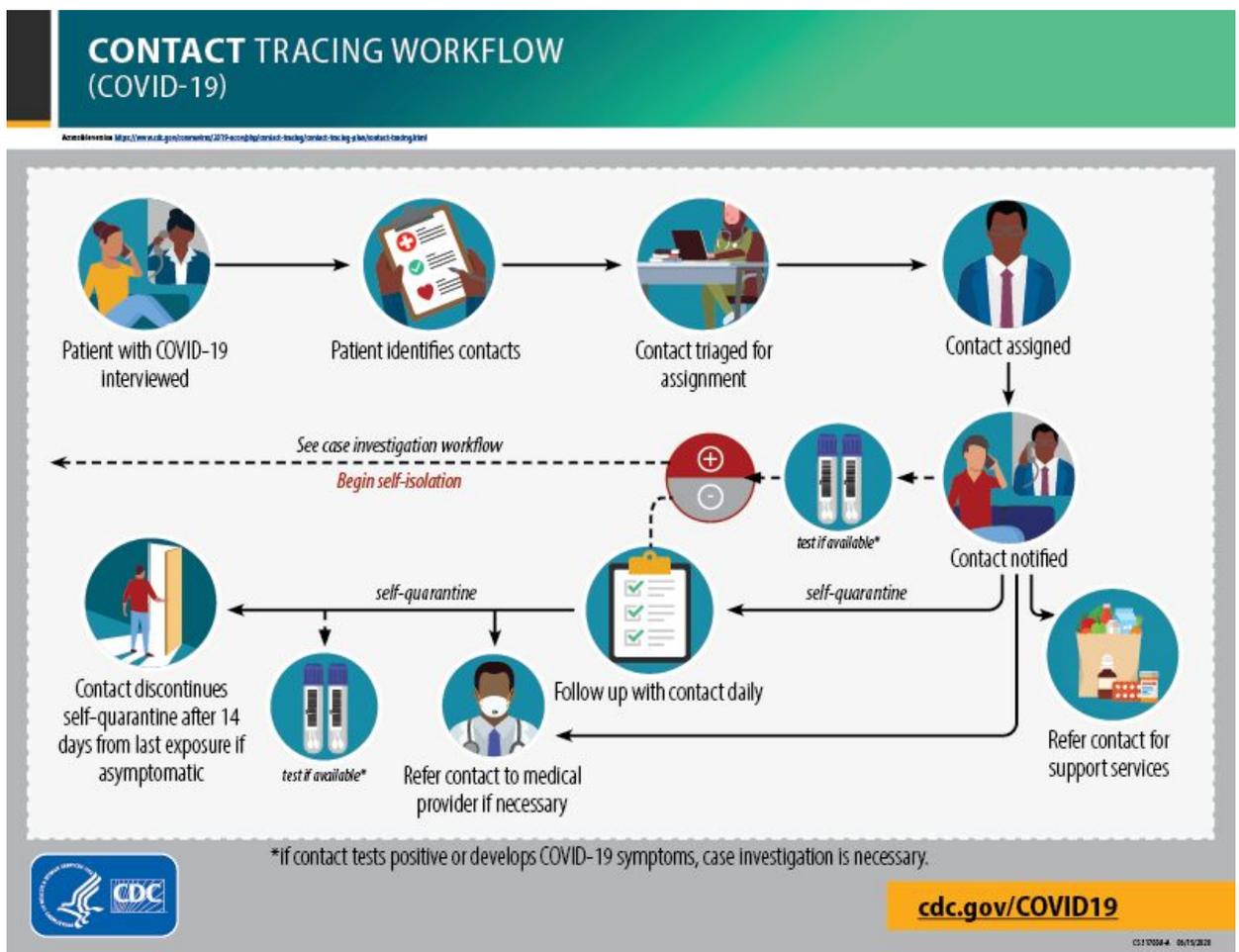
Date the person with COVID-19 ends home isolation + 10 days = end of quarantine

Considerations for Testing

- **If you have symptoms of COVID-19:**
 - If your symptoms are mild:
 - Your healthcare provider (physician, nurse practitioner, pharmacist, etc.) may advise a COVID-19 test.
 - If you test positive for COVID-19, you should self-isolate for at least 10 days after symptom onset and at least 24 hours after the resolution of any fever (without the use of fever-reducing medications).
 - You should strictly adhere to CDC mitigation protocols in circumstances in which you cannot self-isolate, especially if you are interacting with a [vulnerable individual](#) (for example an elderly person or an individual with an underlying health condition). You should adhere to CDC guidelines to protect vulnerable individuals with whom you [live](#).
 - If you live with a [vulnerable individual](#), they should be tested.
 - If your symptoms are severe or become severe, you should contact your health care provider immediately or seek emergency care.
 - If you take a test and test positive, you do not need to repeat a test. Unless your illness required hospitalization, you can return to normal activities (e.g., work or school) after the passage of 10 days from the onset of symptoms and 24 hours from when any fever has subsided on its own (without the aid of any fever-reducing medications).
- **If you have been in close contact (within 6 feet) of a person with a COVID-19 infection for at least 15 minutes but do not have symptoms:**
 - You do need a test.
 - A negative test does not mean you will not develop an infection from the close contact or contract an infection at a later time.
 - You should monitor yourself for symptoms. If you develop symptoms, you should evaluate yourself under the considerations set forth above.
 - You should strictly adhere to CDC mitigation protocols, especially if you are interacting with a [vulnerable individual](#). You should adhere to CDC guidelines to protect vulnerable individuals with whom you [live](#).
- **If you do not have COVID-19 symptoms and have not been in close contact with someone known to have a COVID-19 infection:**
 - You do not need a test.
 - A negative test does not mean you will not contract an infection at a later time.
 - If **you** decide to be tested, you should self-isolate at home until your test results are known, and then adhere to your health care provider's advice. This does not apply to routine screening or surveillance testing at work, school, or similar situations.
- **If you are in a high COVID-19 transmission area and have attended a public or private gathering of more than 10 people (without widespread mask wearing or physical distancing):**

- You do not necessarily need a test unless you are a vulnerable individual or your health care provider or State or local public health officials recommend you take one.
 - A negative test does not mean you will not develop an infection from the gathering or contract an infection at a later time.
- You should monitor yourself for symptoms. If you develop symptoms, you should evaluate yourself under the considerations set forth above.
- You should strictly adhere to CDC mitigation protocols, especially if you are interacting with a [vulnerable individual](#). You should adhere to CDC guidelines to protect vulnerable individuals with whom you [live](#).
- If you are tested, you should self-isolate at home until your test results are known,

Human Resources will begin the contact tracing flow beginning with an assessment conversation with the employee and follow the contact tracing workflow protocol.



Updated 01-2021