

# PROTOCOLS FOR CONFIRMED POSITIVE CASE OF COVID-19

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1.

## POSITIVE COVID-19 RESULT RECEIVED

2.

### DEPARTMENT HR LIAISON COMPLETES THE FOLLOWING TASKS:

1. DEPT. HR LIAISON NOTIFIES HR SAFETY  
(CALL HR Liaison Reporting Line )
2. ☐ DETERMINES WHERE EMPLOYEE WORKS, JOB TITLE, AND DUTIES  
☐ WORKS WITH EMPLOYEE'S SUPERVISOR TO MAKE SURE EMPLOYEE IS NOT AT WORK  
☐ DETERMINES WHEN EMPLOYEE WAS LAST AT WORK/IN CONTACT WITH OTHER EMPLOYEES
3. DEPT. HR LIAISON NOTIFIES DEPT. HEAD

### HUMAN RESOURCES SAFETY

- ☐ NOTIFIES HR DIRECTOR / ASSISTANT DIRECTOR / STEPHANIE BRACKEN, SR. PIO TO CITY COUNCIL
- SENDS DAILY COUNT UPDATES TO CITY MANAGER'S OFFICE
- SENDS DAILY COUNT UPDATES TO LABOR GROUPS

### CITY MANAGER'S OFFICE

NOTIFIES MAYOR AND CITY COUNCIL IN DAILY REPORTS EACH MORNING

3.

### DEPARTMENT HR LIAISON COMPLETES THE FOLLOWING TASKS:

- ☐ WORKS WITH EMPLOYEE'S SUPERVISOR TO MAKE A LIST OF WHO MAY BE REASONABLY CONSIDERED TO BE CLOSE CONTACTS USING MOST APPROPRIATE MEANS (OUTLOOK, WORKGROUP ASSIGNMENT SCHEDULE, ETC...)
- ☐ PROVIDES LIST TO DEPT. HEAD (AS FYI) AND HR SAFETY
- ☐ NOTIFIES CLOSE CONTACTS
  - USES FORM LETTER/SCRIPT
  - ATTACHES COUNTY GUIDANCE FOR CLOSE CONTACTS

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# PROTOCOL FOR CONFIRMED POSITIVE CASE OF COVID-19

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4.

## DEPARTMENT HEAD COMPLETES THE FOLLOWING TASKS:

- ☐ ARRANGES CLEANING & DISINFECTION OF WORK AREAS USING CLEANING RECOMMENDATIONS PROVIDED BY HUMAN RESOURCES (SIMULTANEOUS TO NOTIFICATIONS - #3)
- ☐ SENDS EMAIL TO ALL DEPARTMENT EMPLOYEES AND LABOR GROUPS USING EMAIL TEMPLATE PROVIDED BY HUMAN RESOURCES (IMPORTANT – THIS SHOULD BE DONE THE FOLLOWING DAY AT NOON TO ENSURE IT IS NOT SENT OUT BEFORE CMO, MAYOR/COUNCIL AND LABOR ARE NOTIFIED)

5.

EMPLOYEE RETURNS TO WORK FOLLOWING COUNTY HEALTH GUIDELINES