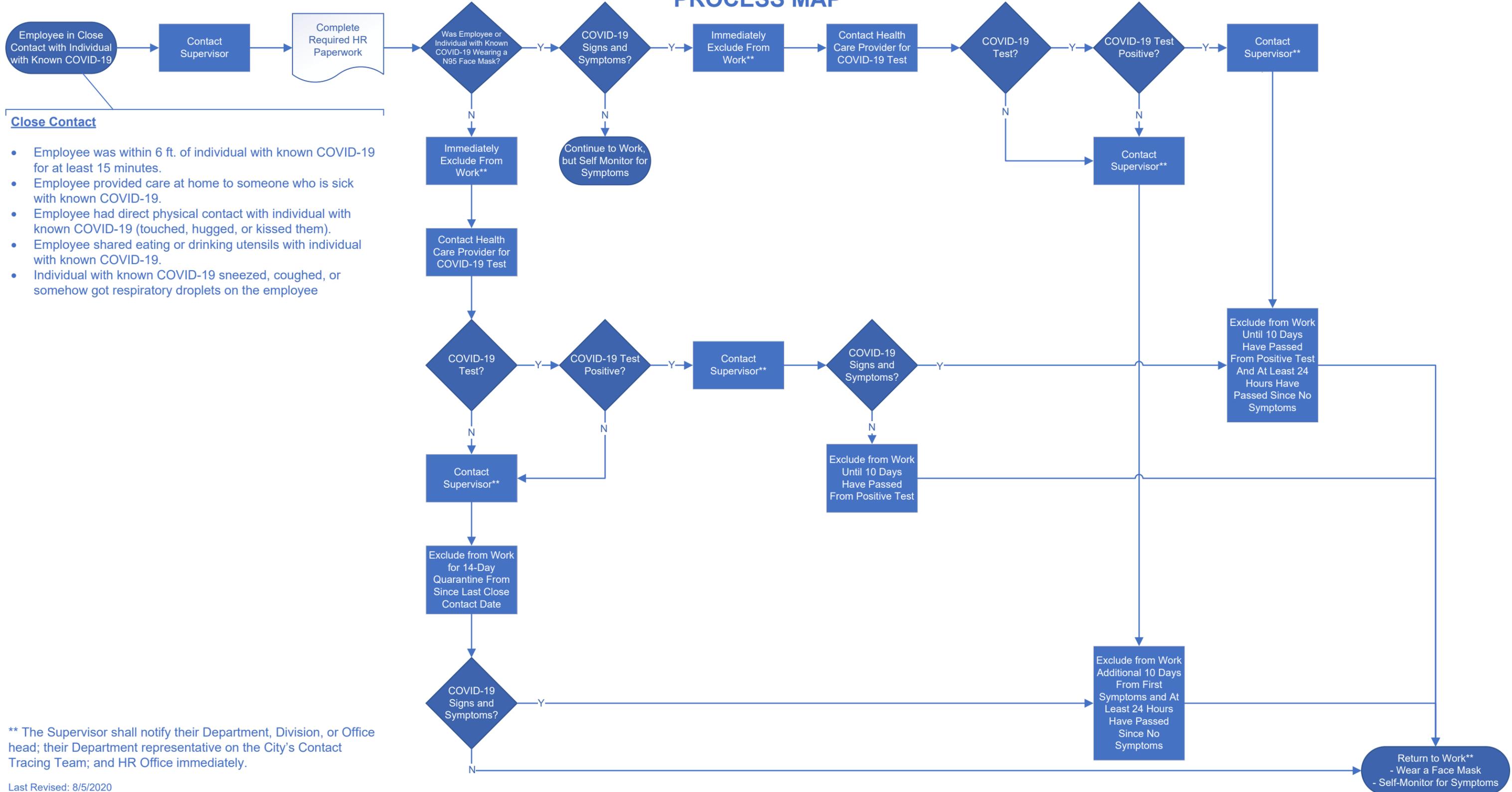




EMPLOYEE IN CLOSE CONTACT WITH INDIVIDUAL WITH KNOWN COVID-19

PROCESS MAP



Close Contact

- Employee was within 6 ft. of individual with known COVID-19 for at least 15 minutes.
- Employee provided care at home to someone who is sick with known COVID-19.
- Employee had direct physical contact with individual with known COVID-19 (touched, hugged, or kissed them).
- Employee shared eating or drinking utensils with individual with known COVID-19.
- Individual with known COVID-19 sneezed, coughed, or somehow got respiratory droplets on the employee

** The Supervisor shall notify their Department, Division, or Office head; their Department representative on the City's Contact Tracing Team; and HR Office immediately.