**Employee in Close Contact with Individual with Known COVID-19**

**PROCESS MAP**

- 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

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**Close Contact**

- Complete Required HR Paperwork

**COVID-19 Signs and Symptoms?**

- If Yes, Employee or Individual with Known COVID-19 Wearing a N95 Face Mask?

**COVID-19 Test?**

- If Yes, COVID-19 Test Positive?

**COVID-19 Test Positive?**

- If Yes, Contact Supervisor**

**COVID-19 Test Negative?**

- If Yes, Continue to Work, but Self Monitor for Symptoms

**COVID-19 Signs and Symptoms?**

- If Yes, Contact Supervisor**

**Excluding from Work**

- Exclude from Work for 14-Day Quarantine From Since Last Close Contact Date

**Excluding from Work**

- Exclude from Work Until 10 Days Have Passed From Positive Test

**Excluding from Work Additional 10 Days From First Symptoms and At Least 24 Hours Have Passed Since No Symptoms**

**Return to Work**

- Wear a Face Mask
- Self-Monitor for Symptoms

**Contact Supervisor**

**Complete Required HR Paperwork**

**Return to Work**

**Exclude from Work**

**Contact Supervisor**

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

**Last Revised: 8/5/2020**