

CHECKLIST | RESPONDING TO A POSITIVE COVID-19 TEST

The coronavirus (COVID-19) pandemic has challenged organizations to plan for how they would respond to a positive test in their facility. It is critical to handle the situation swiftly to protect the health of other staff or volunteers while preserving the affected individual's confidentiality. In addition to notifying the organization and its volunteers and patrons, organizations must also disinfect the facility and evaluate next steps. If you're in this situation, you may be wondering what you need to do. The Centers for Disease Control and Prevention (CDC) provides guidelines for how to respond, and this checklist provides an outline of steps for organizations to consider.

ORGANIZATIONAL PREPAREDNESS PLAN

	YES	NO	N/A
Does your organization have COVID-19 testing practices in place that comply with all applicable federal and local guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a planned response in place in the event of an staff member, volunteer or participant testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a planned response been communicated to staff, volunteers and others who come to your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization established procedures for safely transporting anyone who becomes sick to their home or to a healthcare facility. If calling an ambulance or bringing someone to the hospital is necessary, consider first to alert them that the person may have COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization identified an area to separate anyone who exhibits symptoms of COVID-19 during hours of operation. Does the plan ensure that children are not left without adult supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you designated a staff person to be responsible for responding to COVID-19 concerns? Staff and congregants should know who this person is and how to contact them if they become sick or are around others diagnosed with COVID-19. This person should also be aware of state or local regulatory agency policies related to group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDRESSING THE INDIVIDUAL WHO TESTED POSITIVE

Calmly and empathetically address the Individual to discuss next steps and assistance. Ensure them that their identity will remain confidential.	<input type="checkbox"/>
Question the individual about with whom they have been in contact within the last 14 days.	<input type="checkbox"/>
Determine if the individual has been in your facility within the last seven days.	<input type="checkbox"/>

COMMUNICATIONS

Contact trace for any individuals who had close contact with the infected person. Follow CDC guidelines for close contact: *a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.* [CDC GUIDELINES](#)

Make determinations on any individuals who should begin self-isolation for 14 days. Communicate steps for self-isolation, including taking applicable leave, paid time off or remote work arrangements. If your organization is considered essential, contacted staff may continue to work. Establish a testing protocol suited for your situation.

Notify the rest of the organization by email or letter that an individual has tested positive for COVID-19. Keep their identity confidential.

Notify on next steps, including details for a partial or full closing of the facility for disinfecting.

CLOSE DOWN THE FACILITY

Determine whether the facility will be partially or fully closing for disinfecting.

If feasible, allow eligible staff to work from home during this time.

Ensure all temporary closing information is communicated to staff, including whom this affects, remote work expectations, paid time off, leave and expected timelines for reopening the workplace.

Review provisions included in the newly instituted federal leave act, the Families First Coronavirus Response Act (FFCRA), should you need to close the office or if staff opt to take leave due to COVID-19. Certain employers are required to provide employees with expanded family and medical leave for specified reasons related to COVID-19 through Dec. 31, 2020.

Create plans for only cleaning staff to be in infected areas for 72 hours during the disinfecting period.

PREPARING FOR DISINFECTING

If the individual has been in the facility within the last seven days, begin preparations for disinfecting.

Ensure necessary cleaning supplies are stocked, including soap and disinfectants listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19.

Ensure personal protective equipment is stocked for cleaning teams, including gloves, gowns and face coverings.

Evacuate planned areas for disinfecting for at least 72 hours.

DISINFECTING THE FACILITY

Close off all areas visited by the person, open windows and use ventilating fans with airflow. After opening up the airflow, wait 24 hours before beginning cleaning.

After 24 hours, cleaning staff should begin disinfecting all areas and equipment used by the person.

Ensure cleaning staff is using personal protective equipment, including gloves, gowns and face coverings.

Begin by cleaning all hard surfaces with soap and water.

Apply a disinfectant to all surfaces. The EPA lists appropriate disinfectants for use against SARS-CoV-2, the virus that causes COVID-19.

Clean soft surfaces such as carpeted floor, rugs and drapes. For soft surfaces, best cleaning practices are similar to those of hard surfaces. However, you can clean by laundering if possible. If not an option, continue to clean with a disinfectant.


DISINFECTING THE WORKPLACE (CONTINUED)

Clean electronic devices, according to manufacturers' instructions, or with alcohol-based cleaning solutions with at least 70% alcohol.

Clean soft laundry items, such as towels, linens and work-related clothing using manufacturers' instructions, using the warmest possible water setting.

When staff and other individuals return after 72 hours, resume routine cleaning routines.

LEGAL AND PUBLIC RELATIONS CONSIDERATIONS

In accordance with state and local laws and regulations, community based organizations should notify local health officials, staff, and potentially exposed stakeholders of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)  and other applicable laws and regulations.

Prepare a statement to respond to any media that contacts you. If you have reported to the department of health, report that you are working with the department of health and following recommendations.

Use this checklist as a guide when planning how to respond to an individual testing positive for COVID-19. For any items you are unable to check, consider if any updates to your organization's response could help protect the health and safety of staff and guests. By preparing in advance, organizations can swiftly respond to the individual, effectively notify the rest of their organization and make plans for moving forward. Harden is here to help during these uncertain times. Contact us today for additional COVID-19 resources and guidance for how your company can respond to it.



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