



## **COVID-19 Diagnosis Response Protocols**

If an employee is diagnosed with or exhibits COVID-19 symptoms ("diagnosed employee"), these steps must be implemented:

1. **Isolate & Quarantine Diagnosed Employee.** If your employee tells you they have been diagnosed with COVID-19 or have COVID-19 symptoms and they are at work, you must immediately isolate that individual from other employees and customers. The employee should get tested and stay home until results come in.
2. **Identify Exposed Employees.** Gather the following information and immediately contact your Area Director and Human Resources department at [HR@whitewatercw.com](mailto:HR@whitewatercw.com) or 844-399-6910.
  - a. Diagnosed employee name
  - b. Employee's last day at work
  - c. Whether the employee is exhibiting symptoms of COVID-19?
    - i. If yes, identify which symptoms and when the symptoms began
    - ii. If no, when did the employee get tested?
  - d. **Exposed Employees**
    - i. Names of co-workers who came in physical or close contact (defined below) with the diagnosed employee during the **48-hour period before**:
      - The diagnosed employee developed symptoms [2(c)(i) above]; **or**
      - The diagnosed employee tested positive for COVID-19 [2(c)(ii) above]
    - i. Date of last contact with diagnosed employee
    - ii. Type of contact – **physical** (e.g., hugging, touching, or handshake) or **close contact** (within 6 feet for at least 15 minutes).
3. **Notice to Exposed Employees.** You will notify exposed employees that they were exposed to an employee who was diagnosed with or exhibited symptoms of COVID-19. Federal law does not permit companies to disclose the name of the employee who was diagnosed with COVID-19. Accordingly, **DO NOT DISCLOSE** the diagnosed employee's name and identifying information. Keep this information **confidential**. CDC recommends testing for people with any signs or symptoms of Covid-19 and for all close contacts of persons with Covid-19.
4. **Diagnosed Employees – *If you Test Positive for Covid-19***
  - i. All diagnosed employees must stay home for 5 days
  - ii. If you have no symptoms or your symptoms are resolving after 5 days, you can return to work
  - iii. Employee must wear a mask around others for 5 additional days

## 5. Exposed Employees – *If you were exposed to someone with Covid-19*

- a. If employee have been boosted or completed the primary series of Pfizer or Moderna vaccine within the last 6 months, or completed the primary series of J&J vaccine within the last 2 months.
  - i. Wear a mask around others for 10 days
  - ii. Test on day 5, if possible
- b. If employee completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted, or completed the primary series of J&J over 2 months ago and are not boosted, or are unvaccinated.
  - i. Employees must wear a mask around others for 10 days
  - ii. Test on day 5 if possible

If you develop symptoms get attest and stay home.

## 6. Disinfecting the Workplace. If less than 7 days have passed since the diagnosed employee was at work, you must clean and disinfect the work place, including the diagnosed employee's work area and any common areas (e.g., break rooms, bathrooms, doorknobs, etc.). **Note:** If it has been more than seven days since the diagnosed employee was last at work, the CDC currently states that additional cleaning and disinfection is not necessary, but you should maintain your regular cleaning schedule.

### a. Timing and Location of Cleaning:

- i. **Close off areas & ventilate** – close off areas visited by ill persons (office and restrooms); open outside doors and windows and use ventilating fans to increase air circulation in the area.
- ii. **Waiting Period** – the CDC recommends waiting 24 hours **or as long as practical** before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

### b. Steps to Follow if Performing Self-Cleaning:

#### i. Clean

1. **Hard (Non-porous) Surfaces** – clean surfaces using soap and water.
2. **Soft (Porous) Surfaces** – for surfaces such as carpeted floor, rugs, and drapes, clean with appropriate cleaners indicated for use on these surfaces. If items can be laundered, use the warmest appropriate water setting then dry completely.
3. **Electronics** – remove visible contamination and follow the manufacturer's instructions for all cleaning products.

- ii. **Disinfect** – use EPA-registered household disinfectants or bleach solution (4 tsp of bleach per quart of water) to disinfect the work site.
  1. **Focus on frequently touched surfaces** such as doorknobs, light switches, furniture, offices, bathrooms, common areas, shared electronic equipment like phones,

computers, keyboards, remote controls, and ATM machines used by the diagnosed employee.

2. **Ensure workers are trained** on the hazards of the cleaning chemicals used in the workplace.
- iii. **While cleaning** – follow all product labels; use gloves, gowns, and other protective equipment; ensure proper ventilation.
- iv. **After cleaning** – dispose of gloves, gowns, or other PPE; wash hands with soap and water for 20 seconds.

For any questions, please reach out to the HR Department at [HR@whitewatecw.com](mailto:HR@whitewatecw.com) or 844-399-6910.