Responding to a Positive Coronavirus (COVID-19) Test Checklist

1. Express Empathy

☐ Show humanity since this will be an upsetting time for the employee.

☐ Let them express their feelings.

2. Advise Employee to Self-Quarantine

☐ Inform the employee they should self-quarantine for at least 10 days.

☐ Prohibit the employee from coming to their worksite's physical location during that time.

☐ Alert the employee they may use available leave time, including emergency paid sick leave or emergency paid family and medical leave (if the employer has fewer than 500 employees) under the Families First Coronavirus Response Act (FFCRA).

☐ Inform the employee they may work remotely if their symptoms do not prevent them from doing so and if telework is an option.

3. Act Quickly

☐ Ask the employee who they have been in close contact with in the past 14 days.

☐ Remove the employee from the physical workspace if they are not already working remotely.

☐ Warn coworkers, vendors or third parties with whom the infected employee may have come in close contact.

☐ Advise those individuals that they may wish to be tested for COVID-19.

4. Keep Individual's Identity Confidential

☐ Inform close contacts of the employee's diagnosis without identifying the infected individual by name.

☐ Avoid references leading coworkers to guess the employee's identify.

5. Arrange for Cleaning of the Employee's Workspace

☐ Clean the individual's workspace thoroughly if the employee was working at the employer's physical location as opposed to remotely.

☐ Professionally clean surrounding common areas the employee may have visited, including breakrooms, bathrooms, and elevators.

☐ Instruct other employees to disinfect their personal work areas.

6. Consult the Latest Guidance from the CDC and OSHA

☐ Be aware recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) may change during this crisis.

☐ Make sure you consult the latest CDC and OSHA guidance applicable to the particular circumstances.

□ Consult applicable guidance from state and local health officials (e.g., information around assistance with the testing of other employees).

7. Encourage the Employee to Consult a Health Care Provider

□ Encourage an employee who has tested positive for COVID-19 to consult a health care provider before returning to work.

□ Advise the employee they may not return to work until they have been symptom-free for at least 72 hours, without the aid of fever-reducing medication.

8. Check Requirements for Reporting Infection

□ Check requirements to determine if you must report the workplace infection to OSHA, your state-OSHA agency if applicable, your workers' compensation carrier, and/or your public health department.