



Guidance for Handling Notification of Actual or Potential Coronavirus Exposure in the Workplace

This guidance is subject to change

What to do first?	<ul style="list-style-type: none">• Gather information related to the employee who tested positive or was exposed to an individual testing positive for COVID-19. Include employee’s name, age, phone number, email address, supervisor, work location and role.• If available, record the date as applicable:<ul style="list-style-type: none">○ confirmed positive test;○ suspected exposure (note: with or without symptoms); &/or○ the health department’s or health professional’s instructions to self-isolate. ¹
Secondary Step	<ul style="list-style-type: none">• Determine who may have been potentially exposed to the employee that tested positive. This may include: colleagues/employees known to routinely work with the individual (same work schedules), as well as customers/visitors, vendors, etc. Follow CDC guidelines - those within six feet of the person for a prolonged period.• Contact the Individual’s local health department (may not be the same as for your state agency/facility) to discuss the potential for exposure, health department procedures, how agency personnel can facilitate identification of contacts, and other health department recommendations.• If information has been verified, and the consultation from the health department supports doing so, request a workspace sanitation from DGS or building management.• Notify Cabinet Secretary
Communicate the Exposure (See the Notification Templates provided by DHRM)	<ul style="list-style-type: none">• It is advisable to notify the employee prior to issuing notifications. Advise the employee that all communications will be confidential.• If they are available to do so, coordinate agency employee communication details with the local health department according to the specifics of the situation. Notifications may include:<ul style="list-style-type: none">○ Basic explanation of health department communication and exposure response;○ Plans for cleaning/disinfecting work spaces;○ Symptoms of the virus;○ COVID-19 prevention practices;

¹ Information collected in this section must not be stored in the employee’s personnel record. Store in a confidential medical record with limited access to individuals on a need to know basis.



	<ul style="list-style-type: none">○ Reminders about telework, and the importance of maintaining continuity of service to the public.● Maintain confidentiality. Do not include names or identifying information in your communications.● The local health department will assist your agency in developing focused, appropriate communications to those individuals that have been in close contact with the individual. This may or may not include your entire agency/building.
On-going	<ul style="list-style-type: none">● HR staff or Immediate Supervisor should maintain regular contact with employee(s) who tested positive or employees who are self-monitoring and symptomatic for the virus.● Reassure your workforce of leadership support and team camaraderie for persevering during these challenging times● Continue to update employees on DHRM, VDH and CDC guidance

Note: Make every reasonable effort to reach out to the local health department professionals but do not delay taking the appropriate steps to protect the health and safety of other employees in the shared workspace.