



COVID 19 Exposure Response Protocol

Possible Exposures:

Cold/Flu-like Symptoms ; Suspected Close Contact ; Potential Exposure

- **Employees with Cold/Flu-like Symptoms**
 - STAY HOME/DO NOT ENTER THE WORKPLACE
 - If Symptoms develop while at work GO HOME IMMEDIATELY
 - Get Tested Promptly
 - Contact Personnel Director by phone for close contacts interview
 - Quarantine and Return only after Negative Test Result OR
 - Until cleared to return by Medical Professional/DPH
 - Submit copy of Negative Test Results to Personnel Office
 - Submit COVID 19 Leave Form to Personnel Office

- **Non-Symptomatic – Suspected “Close Contact” (See Definition – Page 2)**
 - STAY HOME/DO NOT ENTER THE WORKPLACE
 - If informed of a Positive Close Contact while at work GO HOME IMMEDIATELY
 - Get Tested Promptly
 - Contact Personnel Director by phone for close contacts interview to:
 - Determine Level of Exposure
 - Personnel Director to consult DE Division of Public Health to:
 - Assess Risk of Exposure Level in Workplace
 - Quarantine and Return only after conclusion of Quarantine Period, or Negative Test Result, or until cleared to return by Medical Professional/DPH
 - If Non-Symptomatic Employee is Quarantined, Employee shall:
 - Contact Director/Supervisor Immediately for Remote Work Assignments
 - Submit copy of Negative Test Results to Personnel Office
 - Submit COVID 19 Leave Form to Personnel Office

- **Non-Symptomatic – Potential Exposure (Not Close Contact)**
 - LEAVE THE WORKPLACE
 - Get Tested Promptly
 - Contact Personnel Director by phone for Interview to:
 - Determine Level of Exposure Risk
 - Personnel Director to consult DE Division of Public Health to:
 - Assess Risk of Exposure Level in Workplace
 - Determine Return to Workplace or Quarantine
 - Return to Work or Quarantine as directed
 - If Non-Symptomatic Employee is Quarantined, Employee shall:
 - Contact Director/Supervisor Immediately for Remote Work Assignments
 - Return to normal Work Schedule when cleared by Negative Test
 - Submit Negative Test Results to Personnel Office
 - Submit COVID 19 Leave Form to Personnel Office

“Close contact” is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.

The CDC has expanded how it defines close contacts of someone with COVID-19. Until this point, the CDC had defined a close contact as someone who spent 15 or more consecutive minutes within six feet of someone with COVID-19. According to the new definition, a close contact is someone who spends 15 minutes or more within six feet of a person with COVID-19 over a period of 24 hours.

NOTE: Due to the evolving understanding of COVID 19 and associated response guidance, the protocol set forth herein may be revised and/or updated from time to time as situational awareness warrants and new information becomes available.