

# NSM Insurance Group *In Partnership With* The Forty Two Group

## EXAMPLE GUIDELINES FOR AN EMPLOYEE EXPOSURE TO COVID-19

To receive a customizable set of guidelines or to learn more about best practices for transportation risk management, reach out to Kyle McClellan at [kylemcclellan@nsminsurancebrokers.com](mailto:kylemcclellan@nsminsurancebrokers.com) or call him 610-808-9604.

## Employee COVID-19 Exposure and Diagnosis Guidelines

**Effective Date: 5/3**

**Amended Date: 07/17/2020**

### Purpose

The purpose of these guidelines is to help the company and its employees minimize the transmission and spread of COVID-19 between and amongst other employees and anyone else in our community. This document outlines the company's actions when an employee has reported being exposed to or diagnosed with COVID-19. This guidance is based on current information from the Centers for Disease Control (CDC), OSHA and other government entities.

### Scope

These guidelines apply to all **COMPANY** employees and its affiliates, including contractors and temporary employees.

### Definitions

#### **SYMPTOMATIC / INFECTED EMPLOYEE OR PERSON**

A person experiencing COVID-19 symptoms (e.g., Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea) or who tests positive for COVID-19 is considered to be symptomatic / infected.

#### **EXPOSURE / EXPOSED**

An employee is **identified as exposed** when they are in **close contact** (within six [6] feet of a symptomatic / infected person for a period of fifteen [15] or more minutes) forty-eight (48) hours before symptoms appeared.

## Employee Reporting, Testing and Communication

#### **SYMPTOMATIC / INFECTED EMPLOYEE BEFORE ENTERING THE WORKPLACE**

If an employee is symptomatic or infected, they should not report to work. The employee must contact their supervisor immediately. Employees should not wait for a test result to provide this report.

#### **SYMPTOMATIC EMPLOYEE IN THE WORKPLACE**

An employee who experiences an onset of COVID-19 symptoms during the workday should immediately separate themselves from all staff and customers and report the symptoms to their supervisor.

## **SYMPTOMATIC / INFECTED EMPLOYEE REPORTING AND HEALTH PROCESS**

1. Employees should explain symptoms and the details of the onset to their supervisor so contact tracing may occur. Employees should identify anyone at work who was exposed.
2. Employees should get a COVID-19 test immediately. (Please see alternate process for **Return to Work** below if employee chooses not to test.)
3. Employees must follow the **Return to Work** processes below.
4. The supervisor will communicate to coworkers that a fellow employee suspects / confirmed they have COVID-19 (without identifying the employee). This communication will occur by the next business day from the notification by the symptomatic / infected employee.

## **EXPOSED EMPLOYEE OUTSIDE THE WORKPLACE**

If an employee has been exposed to a symptomatic or infected person outside of work, the employee should be alert for symptoms. Employees should monitor their own temperature. They do not need to self-quarantine. They should check CDC guidelines if they continue to be in close contact with that individual.

## **EXPOSED EMPLOYEES IN THE WORKPLACE**

Exposed employees may continue to work at the location. They should follow these guidelines:

- Regularly self-monitor for COVID-19 symptoms
- Wear a mask at all times while in the workplace, even in their own workspace
- Maintain social distancing of at least six (6) feet when not providing direct customer service
- Disinfect and clean their workspace regularly

## **EXPOSED EMPLOYEES FROM TRAVEL**

Locations (Countries / States / Communities) have begun recommending a fourteen (14) day self-quarantine when traveling to a location or upon return from locations with significant community spread of COVID-19. Named locations are updated frequently so employees should check before travel.

We request that personal non-essential travel for leisure to hot spots be postponed.

## **Return to Work Procedures**

- a. Employees who were symptomatic, but test negative for COVID-19 may return to work. They must provide a copy of the test result to their supervisor.
- b. Employees who were infected with COVID-19 may return to work ten (10) days after the test was administered, as long as fever and symptoms have subsided for three (3) days without medication to treat the symptoms. They must provide a copy of the test result to their supervisor.
- c. Employees who were symptomatic who did not test for COVID-19 may return to work with a written release from their health care provider. They must provide this release to their supervisor.
- d. Employees who were symptomatic but whose test result is delayed more than five (5) days from administration should get another test.

## **Supervisor Responsibility**

### **EMPLOYEE REPORTS COVID-19 SITUATION**

Once a symptomatic or infected employee reports the news, immediately notify the Pandemic Safety Officer. Supervisors will collect detailed information from the employee on coworker exposure.

## SUPERVISOR DUTY TO COMMUNICATE TO COWORKERS AND DAILY TEMPERATURE CHECKS

1. The supervisor will communicate to coworkers that a fellow employee suspects / confirmed they have COVID-19 (without identifying the employee). This communication will occur by the next business day from the notification by the symptomatic / infected employee.
2. The supervisor will institute temperature checks. Any site with a confirmed COVID-19 case will implement temperature checks for all employees who come into the infected location for a period of five (5) days. Visitors will be prohibited from the infected location during this time. (Infected location may be a limited space within the site if the symptomatic / infected employee's movement was contained.)

## OSHA REPORTING

In circumstances where an employee actively working in the location tests positive for COVID-19, the supervisor must work with the Pandemic Safety Officer to determine the OSHA reporting requirement.

## COVID-19 Unpaid Leave and Response Matrix

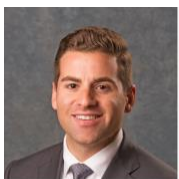
The company has provided ten (10) days of unpaid COVID-19 leave to encourage reporting of symptoms / infection. Please refer to the approved **COMPANY Employee Concern / Exposure / Symptoms Response Matrix** below, for guidance on expectations, working from home, paid time off, unpaid time off and application of the regular attendance policy.

### Employee Concern / Exposure / Symptoms Response Matrix ONLY During COVID-19 Pandemic

| CONCERN / EXPOSURE TYPE  | EMPLOYEE  | GUIDELINE   |
|--|---|---|
| Nervous about COVID-19 exposure for their own or family's health | Uncomfortable to Work in the Office / Shop or Vehicle | We expect employees to come to work. We are following appropriate guidelines.   |
| Exposed outside work   | Uncomfortable to Work in the Office / Shop or Vehicle | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed at work  | Uncomfortable to Work in the Office / Shop or Vehicle | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |

|                      |  |   |
|----------------------|--|---|
| Exposed outside work | Experiencing flu-like symptoms –required to stay home                | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed at work      | Experiencing flu-like symptoms – required to stay home               | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed outside work | Quarantined: by Government Agency or Company – required to stay home | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed at work      | Quarantined: by Government Agency or Company – required to stay home | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed outside work | Employee Tests Positive for COVID-19 - required to stay home         | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |
| Exposed at work      | Employee Tests Positive for COVID-19 - required to stay home         | If employee can WFH, they may do so. If they are unable to perform their job in a WFH capacity, they can use PTO options or take the COVID-19 unpaid time off. The attendance policy is waived. |

Reach out today to receive a set of customizable guidelines for an employee exposure to COVID-19!



**Kyle McClellan**

[kmcclellan@nsminsurancebrokers.com](mailto:kmcclellan@nsminsurancebrokers.com)

Office: 610-808-9604

Mobile: 610-636-0164



**Shawn McGlinchey USCG Ret.**

[smcglinchey@thefortytwogroup.com](mailto:smcglinchey@thefortytwogroup.com)

Office: 484-879-1503

Mobile: 267-228-8536

