



What to do if an employee test positive for COVID-19.

1» Show Your Support

Lead with empathy and emotional intelligence in handling this information. Offer guidance on resources and next steps so that your employee can feel respected and supported during this time.

Ask them to self-quarantine. If your employees still come into an office or physical location ask the infected employee to please go home and self-isolate, not coming into work for at least 14 days. Before they return to work and end home quarantine they should consult CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

2» Inform them of Sick Leave Options

Inform them of available PTO and sick leave options, including emergency paid sick leave. Effective April 1, 2020, the recently passed Families First Coronavirus Response Act (FFCRA) requires employers with less than 500 employees to provide employees with two weeks (80 hours) of paid leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis. There is new legislation that continues to come out so we advise you to consult our [COVID-19 Resource](#) page for the latest information on the FFCRA, EFMLA and CARES Act.

3» Maintain Employee Confidentiality

Follow ADA privacy rules.

https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm

Ask the employee if he or she grants the employer permission to disclose the fact that the employee tested positive. If yes, then notify employee's manager that the employee tested positive for COVID-19 and is out on leave. If no, then notify employee's manager only that employee is on leave of absence for non-disciplinary purposes. In either case disclose the identity of employee through any required notification to OSHA or the health department.



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4» Assess Risk to your Workplace

If this employee was in the office or business location with others, ask about their activity in the last 14 days prior to taking the test. Identify if this employee was in close contact with other employees (per CDC this is within 6 feet). Additionally, determine if this employee had any contact with clients or vendors during this time period. These people should be contacted and made aware of the situation.

5» Take Action

Inform anyone who may have interacted with the employee that they were in contact with someone who has tested positive for COVID-19 without mentioning the employee's name or identity. Instruct any of those who had close contact with this employee to self-isolate for 14 days and to be aware of any symptoms. Additionally, they should contact their health care provider.

Inform the rest of the organization that an employee has tested positive without identifying the individual. Inform employees of the actions being taken and assure them that their safety is paramount.

For more information please consult our COVID-19 Resources page at

<https://empower.dominionpayroll.com/covid-19updates>