

Policy on CV-19 Secondary Exposure

Purpose

To take proactive steps to protect employees, contract staff, and volunteers in the event of a team member's exposure to Covid-19 through a secondary contact.

Policy

Note: Employees, contract staff, and volunteers shall be referred to as "staff" or "staff member" in this policy.

If a member of a staff member's household has been notified of direct exposure to a Covid-19 positive individual, they should notify their supervisor before reporting to work. The team member should provide basic information on the level of exposure of the household member (frequency, length of time, indoor/outdoor setting, masks worn, etc.). The supervisor should work with the Program Manager, Division Director, and/or Human Resources to determine if the staff member is considered low or high risk. CCS will consult with Public Health as needed.

If the staff member's risk is considered low:

- The staff member should check their temperature daily before work;
- Monitor for symptoms;
- Wear an approved mask at work 100% of the time;
- Sanitize after they used common areas. CCS will provide approved sanitizing supplies; and
- Isolate as much as possible at work.

If the staff member's risk is considered high:

- The staff member should work from home or take leave until their household member receives their test results.
 - If the results return as negative – return to work with permission of the supervisor, Division Director and HR.
 - If the results return as positive – the staff member should follow CCS's infectious disease direct exposure procedure and be tested.
- During this time at home the staff member is encouraged to check their temperature daily and monitor for symptoms.
- The staff member should provide an update every three business days to their supervisor until able to return to work.

Exposure Risk Definition

High Risk:

- Exposure was in a close area (less than 6 feet);
- Exposure was for greater than 15 minutes or reoccurred for multiple days;
- Exposure was indoors;
- Masks were not worn.

Low Risk: if at least one of the following occurred (and does not meet definition of “high risk” described above)

- Exposure was in an area greater than 6 feet;
- Exposure was for under 15 minutes;
- Masks were worn during exposure;
- Exposure was outdoors.

Scope

All CCS Employees, Contract Staff, and Volunteers