## Response Protocols for COVID-19 Workplace Exposure

Upon learning that an employee, vendor or customer has tested positive for COVID-19, immediately contact Human Resources.

<table>
<thead>
<tr>
<th>Response Action Plan</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact the local department of health and ensure any directives issued are followed.</td>
<td>HR</td>
</tr>
<tr>
<td>Gather necessary information to complete the Confidential COVID-19 Employee Incident Report, which includes a contract tracing analysis.</td>
<td>HR</td>
</tr>
<tr>
<td>Tracking of employees who may have come in close contact with the COVID-19 positive individual.</td>
<td>HR</td>
</tr>
<tr>
<td>Notify each employee with whom the COVID-19 positive individual had close contact and instruct the employees to remain out of work for a minimum of 14 days following their last contact with the COVID-19 positive employee. Ensure the confidentiality of COVID-19 positive individuals required.</td>
<td>HR</td>
</tr>
<tr>
<td>Schedule an enhanced cleaning/disinfecting of the worksite, paying particular attention to any areas frequently touched by the employee/visitor who tested positive.</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Determine whether any areas of the worksite must be temporarily closed.</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Prepare and distribute a workplace notification to all employees regarding the COVID-19 possible exposure. Ensure the confidentiality of COVID-19 positive individuals as required.</td>
<td>CEO</td>
</tr>
</tbody>
</table>
DATE of Contact Tracing: ____________________

Confidential COVID-19 Employee Incident Report and Contact Tracing

1. Name of Employee: _______________________
2. Job Position: ____________________________
3. Department: _____________________________
4. Date employee notified Company of COVID-19 positive, or presumed positive, result: _______________________

5. Date employee was first symptomatic (if known): _______________________
6. Date employee was tested (if applicable): _______________________
7. Date on which employee was informed of positive test (if applicable): _______________________

8. Last date employee was at work: _______________________
9. Names of other employees with whom the COVID-19 positive employee had close contact in the 48 hours before the employee first experienced symptoms or date specimen was drawn for positive test, whichever is earlier: _______________________

10. Notify each of the employees identified in #9 about their potential exposure. Instruct the employees to remain out of work for a minimum of 14 days following their last contact with the COVID-19 positive employee. Confirm Notification: _______________________

11. Did the COVID-19 positive employee have contact with vendors/customers in the 48 hours prior to symptom onset/positive test: _______________________
   a. If yes, last date of such contact: _______________________
   b. Location(s)/areas where such contact occurred: _______________________

12. Vehicles and/or areas within facility with which employee had contact in the 48 hours prior to symptom onset: _______________________

13. Arrange enhanced cleaning of areas identified in #12 above if less than 7 days have passed since employee was at work. Date deep cleaning completed: _______________________

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14. Notify the local health department. Indicate name of contact at the DOH:
   a. Indicate whether the DOH advised whether any vendors/customers need to be notified that the employee has tested positive:

   b. Any other information from the DOH?

15. Is it necessary to notify any Vendor/Customer of this situation?:
   a. If yes, date Vendor/Customer Notification occurred:

16. Is this situation an OSHA recordable or reportable situation? Explain facts used to make the determination:
   a. If recordable, is the record completed:
   b. If reportable, was the report made:

17. Prepare workplace notification of positive, or presumed positive, COVID-19 situation.
   a. Date workplace notification sent:

*Once completed, this form should be maintained in a confidential medical file.*

Bacarra S. Mauldin, CEO

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