**DRAFT**

Oregon Humane Society

Potential COVID Exposure Process

* Manager responsibility - if an employee is sick, remove them from their work area and send them home immediately, sanitize all areas appropriately
* A single point of contact in HR (VP of HR) has been designated to manage employee/volunteer concerns of illness or exposure to the virus. This limits the potential for
  + Confidential medical privacy violations
  + potential bias, harassment or discrimination to coronavirus
* Any employee that feels that have contracted or been exposed to the Coronavirus should contact HR VP directly. If a manager becomes aware of the situation through an employee notifying them, they will forward the information to HR and direct the employee to contact HR
* HR will contact the employee to gather necessary information
  + Has COVID been confirmed or has a provider asked that EE self-quarantine due to reasonable expectation of exposure or COVID illness?
  + Identify potential exposure dates, who was in close contact (EE or volunteers), in meetings with, where in shelter ill person was working
  + Request consent to release ill EE name to those they were in contact with. If no consent we will not use their name when notifying other of potential exposure
  + Confirm information and consent in an email to ill EE
  + Notify specified individuals who may have been close contact with ill EE
  + Notify Facilities Department if closure or deep cleaning may be required of any areas of the shelter
* EE is allowed to return to work if isolated for 2 weeks from time of exposure or symptoms, is not showing signs of illness, fever free for at least 24 hours or upon a negative test result.

Exposure Notification Language

On \_\_\_\_, 2020 it came to management’s attention that one of our employees has been infected with [virus or illness] and may have been in close contact with you. We are following recommended medical guidelines. We urge all employees to take precautions as outlined on the CDC website at [**https://www.cdc.gov/**](https://protect-us.mimecast.com/s/Rk-zCjR81GuYZw5FWipLO?domain=cdc.gov/). If you show symptoms of the illness, you are not to come into work and must call in and report this to [Employer Representative]. If you have any questions, please contact [Employer Representative].”