

5 STEPS TO TAKE IF YOUR BUSINESS HAS A COVID POSITIVE EMPLOYEE

1. HAVE A PROCEDURE/PLAN IN PLACE.

- Communicate to your employees how to report an exposure or positive test result.
- Not all employees must be tested. Only those who have been in contact with a person who is COVID-19 positive and is experiencing symptoms (*CDC, local health department*).
- For those who do need a test, see chart below or visit www.DoINeedaCovid19Test.com
- Have a plan in place for backup coverage for key employees.
- Understand sick time/leave policies and obligations, including FMLA and the Families First Coronavirus Response Act leave options.

2. DETERMINE WHICH EMPLOYEES HAVE BEEN EXPOSED.

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the ADA.
- Employees who test positive for COVID-19 (using a viral test, not an antibody test) should be excluded from work and remain in home isolation for 14 days from the onset of symptoms or from the positive test, if they do not need to be hospitalized (*CDC*). Employees should follow the direction of their health care providers at all times. Employers may provide employees with the CDC's "10 Things You Can Do To Manage Your COVID-19 Symptoms at Home" (*PDF included*).
- Employees should be consulting with health care professionals to be released back to work, up to 72 hours after symptoms have ceased.
- Antibody test results should not be used to make decisions about returning persons to the workplace.

3. FOLLOW THE CDC'S GUIDELINES FOR CLEANING AND DISINFECTING (PDF INCLUDED).

4. WORK WITH LOCAL HEALTH OFFICIALS AS NEEDED.

- Employers may alert the the local health department that they have had an employee test positive, however, health departments will receive positive results from testing centers or primary care physicians, and will follow up with contact tracing through their epidemiology department.

5. KNOW WHERE TO GO TO GET TESTED.

- Start with www.DoINeedaCovid19Test.com, or call a local testing service listed below. Some primary care providers offer in-office testing and can make referrals to testing locations if needed.

PLACE	PHONE	HOURS	WALK IN/ APPT.	CASH COST	OFFICE/ DRIVE UP	EST. RESULTS
BAPTIST URGENT CARE	270-415-4860	M-F, 7A-7P S&S, 8A-4P	WALK IN	\$79	IN OFFICE	3-5 BUSINESS DAYS
MERCY HEALTH FLU CLINIC	270-538-7191	M-SAT, 8A-6P SUN, 11A-4P	PULL IN & CALL	\$0	DRIVE UP	3-5 BUSINESS DAYS
KENTUCKY CARES	270-575-3247	APPT. W/ TESTING AM & PM	APPT.	\$0	DRIVE UP	3-5 BUSINESS DAYS
WALMART	800-635-8611	MWF, 7A-9P	APPT.	\$0	DRIVE UP	3-5 BUSINESS DAYS