

### *13 Steps For Employee's Who Test Positive*

1. If an employee test positive, the local health department will be notified no less than 24 hours after the discovery. Co-workers, contractors, and/or suppliers must also be notified in this 24 hour window.
2. Employees experiencing symptoms should notify the office, get tested and stay home. If you have a fever you are to be fever-free for 3 days following. If you arrive at work with these symptoms, you will be sent home and asked to get tested.
3. If an employee tests positive for COVID-19, they will be told to stay home, seek treatment, and not return to work until the CDC home isolation requirements are met: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
4. If an employee tests positive for COVID-19, all staff will be informed without mention of name as to align with Americans with Disabilities Act.
5. The office will notify affected patients, visitors, vendors, and all employees who may have been in contact with the employee within 14 days prior. Anyone in contact should seek testing and self-quarantine for 14 days.
6. There is an exception to healthcare workers and dental health care professionals about isolating. The CDC allows staff to continue working if they remain asymptomatic.
7. The remaining unexposed employees should self-monitor for symptoms.
8. Depending on the size of the office, we may consider whether we need to temporarily close.
9. All confirmed cases amongst staff will be recorded in our OSHA 300 log.
10. Continue to follow the CDC's guidelines for proper disinfection of office and operatories.
11. Contact local and state health departments to report confirmed cases.
12. Families First Coronavirus Response Act allows up to 10 days (80 hours) paid sick leave if an employee test positive, displays COVID-19 symptoms, or was quarantined as a result of the virus.
13. The office will notify our payroll provider if such sick leave is required.