TO: County Elected Officials and Department Directors  
FROM: Brittany Fain, Director of Risk, Safety and Emergency Management  
DATE: July 7th, 2020  
SUBJECT: COVID-19 Positive Process Guidelines

If an employee tests positive for COVID-19 or is displaying symptoms consistent with COVID-19 while at work, follow these steps:

**Step 1:** If the employee reported to their assigned work location, send the employee home immediately.

**Step 2:** Contact both Human Resources and Safety (holbrookd@mcohio.org and fainb@mcohio.org) to report an employee who was sent home with symptoms or who tests positive for COVID-19 and has physically reported to work in the last seven (7) days. Directors (or their designee) may notify staff that there was a positive in the department, however additional details such as employee name and position are protected information and may not be released.

**Step 3:** Human Resources will reach out to supervisors and the COVID positive employee to conduct contact tracing. According to the Centers for Disease Control and Prevention (CDC), the definition of close contact is having spent more than 15 minutes within six (6) feet of a COVID positive individual. Employees that had close contact with a confirmed positive employee, in accordance with this definition of close contact, will be contacted by Human Resources and given instructions on next steps. To protect the privacy of COVID positive individuals, only those identified as having had close contact with a positive individual will be notified. If an employee is worried they may have been exposed, they may contact Human Resources directly to discuss their concerns.

**Step 4:** Safety will work with your team to implement a site-specific disinfection plan and assist with coordination of any necessary resources.

**Step 5:** Refer to Quarantine and Isolation Guidance for return to work and leave instructions.

**Contact Information**

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