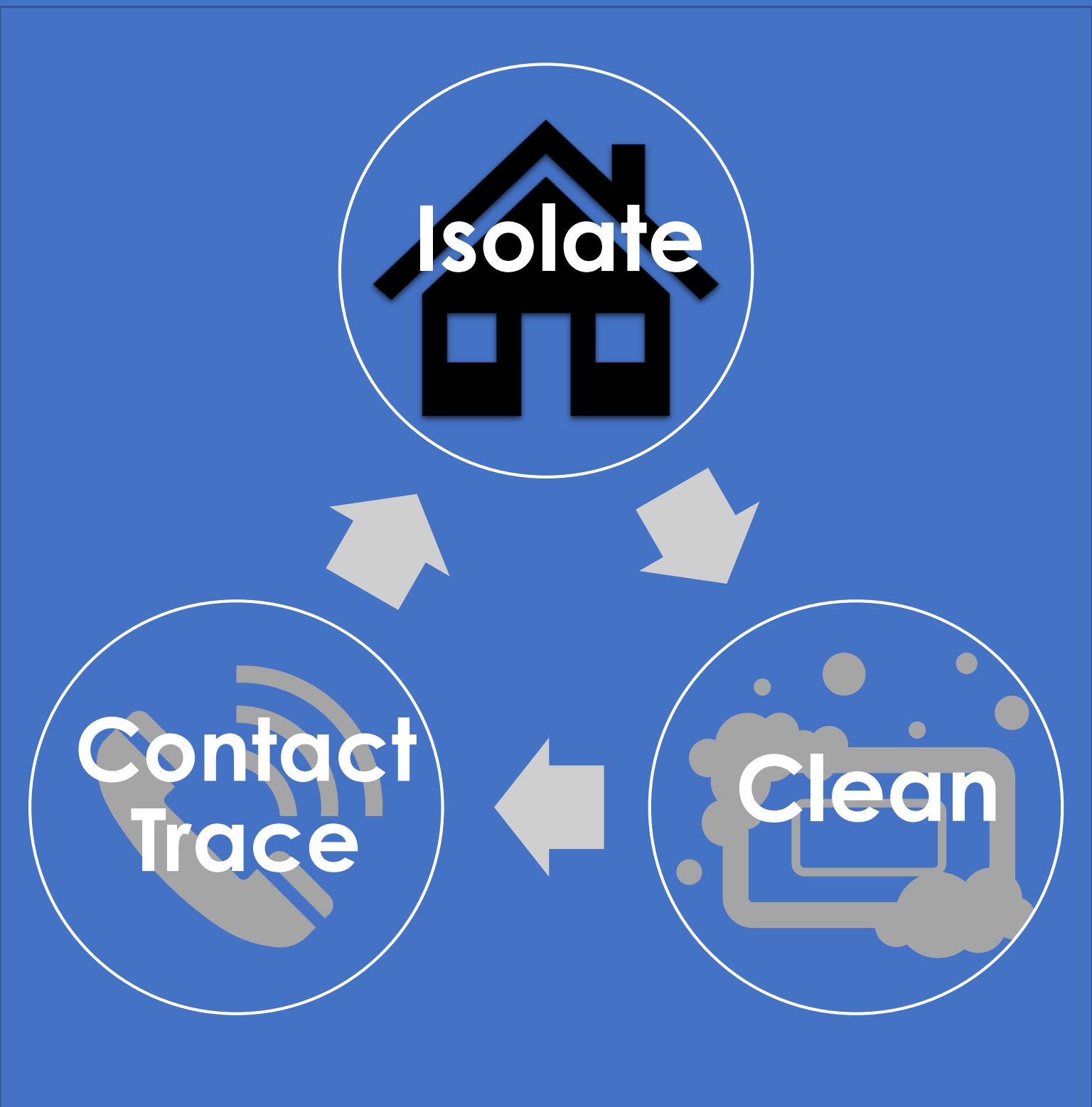
Employer/Employee COVID-19 Response: Quick Reference Guide



STARNES DAVIS FLORIE LLP
WE DO MORE

For More Information, including Covid-19 Protocols Designed for Your Business:

Jordan Gerheim or Weathers Bolt
(251) 433-6049
JWG@Starneslaw.com
WPB@Starneslaw.com

STARNES DAVIS FLORIE LLP
WE DO MORE

EMPLOYER/EMPLOYEE COVID-19 RESPONSE QUICK REFERENCE GUIDE

If you are notified that an employee has tested positive, has symptoms, or has been in close contact with a suspected or confirmed case of COVID-19, the CDC recommends the following measures and considerations:

ISOLATE	Send the Employee home or instruct to stay home until criteria for ***"Return to Work"*** (below) are satisfied.	
CLEAN	If less than 7 days since the Employee was last in your facility…	1) Close off areas used by the Employee. At this time businesses are not required to close entire operations in all scenarios, if they can close off affected areas. 2) If possible, open exterior doors and windows to increase air circulation in the area. 3) Wait 24 hours before you clean or disinfect to protect against further transmission. If 24 hours is not feasible, wait as long as practical. 4) Clean and disinfect all areas used by the Employee. Once area has been appropriately cleaned and disinfected, it may be opened for use.
	If more than 7 days since the Employee was last physically in your facility…	No additional cleaning is required. Continue routine cleaning and disinfecting.
CONTACT TRACE	Interview Employee or compare work schedules to identify other employees who were in "close contact" with the Employee — within 15 feet for 6 minutes or more within 2 days before the Employee became symptomatic or test was performed.	*If* other employees determined to meet "close contact" criteria with Employee: 1) Notify each potentially exposed employee of their "close contact" (while maintaining confidentiality of the original Employee); **AND** 2) Recommence Isolate, Clean, Contact Trace measures for each exposed employee.
		If no other "close contact" employees found, no additional action is required
RETURN TO WORK	Employee is symptomatic with a positive COVID-19 test	**Symptom-Based Strategy**: At least 24 hours since last fever without the use of fever-reducing medications and improvement of other symptoms **AND** at least 10 days since first symptoms.*
	Employee is symptomatic without a COVID-19 test	**Symptom-Based Strategy**: At least 24 hours since last fever without the use of fever-reducing medications and improvement of other symptoms **AND** at least 10 days since first symptoms.*
	Employee is asymptomatic with a positive COVID-19 test	**Time-Based Strategy (10 days):** At least 10 days since test was performed.
	Employee is asymptomatic with a "close contact"	**Time-Based Strategy (14 days):** At least 14 days since last close contact with a person with COVID-19.
	* The 10-day time limit should be increased to 20 days for individuals who have severe symptoms or are immunocompromised. **Note: a test-based strategy (2 negative tests more than 24 hours apart) is no longer recommended to determine the length of isolation.	

This sheet for general information purposes only, is not intended as legal/medical advice, and is not a complete compendium of guidance/recommendations for Employers who are affected by COVID-19. For more comprehensive and updated information, please consult guidance from the CDC or ADPH. For additional guidance, including COVID-19 Protocols specific for your business, please contact **Starnes Davis Florie, LLP, Attn: Jordan Gerheim at (251) 433-6049 or JWG@Starneslaw.com.** **UPDATED 7/20/20**

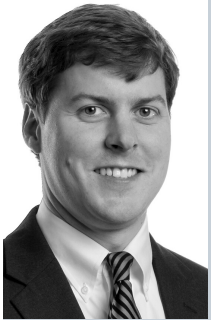
Attorney Contact Information

Jordan Gerheim
Partner

251-445-4716
jgerheim@starneslaw.com

Breanna Young
Partner

205-868-6020
byoung@starneslaw.com



Weathers Bolt
Partner

251-445-4718
wbolt@starneslaw.com

Amber Whillock
Partner

205-868-6078
awhillock@starneslaw.com

Catherine Kirkland
Partner

251-445-4720
ckirkland@starneslaw.com

STARNES DAVIS FLORIE LLP
WE DO MORE

www.starneslaw.com

No representation is made that the quality of legal services to be performed is greater than the quality of legal services performed by other lawyers.