

The following guidance has been approved by OHA.

Situation: An employee self-reports that they have tested positive for COVID-19.

If an employee self-reports to their agency that they have tested positive for COVID-19, the following guidance applies:

- Unless hospitalization is required, the employee should isolate themselves at home, except to receive medical care. The employee should remain under home isolation for 7 days after the positive test OR until 72 hours after fever and cough resolve, whichever is longer.
- The agency should abide by applicable LOAs and state HR policy, which state that, “If management has knowledge that an employee may have been exposed to the novel coronavirus, the employee’s manager shall notify the employee within one business day.”
 - Do not identify the employee who tested positive when making any such notification. Simply state something to the effect of, “We are aware that you may have been exposed to the coronavirus, and it is our duty to report this to you.”
- Do not close down offices or send anyone home because an employee has tested positive for COVID-19. Rather, the agency should continue to advise employees to be on the lookout for COVID-19 symptoms, such as fever, cough, and other signs of respiratory infection.
 - If employees who may have been exposed choose to self-quarantine, follow the guidance outlined in LOAs and State HR Policy.
- You do not need to do a deep cleaning if the building in which the employee works has an established cleaning system in place, in line with the [CDC’s guidance on environmental cleaning and disinfection](#) (if your agency is in a DAS-owned building, a cleaning system is in place). Cleaning of visibly dirty surfaces followed by disinfection is important for prevention of COVID-19 and other viral respiratory illnesses.
- Do not release the employee’s name under any circumstances.

Situation: An employee reports that they may have been exposed to COVID-19

If an employee reports to their agency that they may have been exposed to COVID-19, the following guidance applies:

- Unless the employee is exhibiting COVID-19 symptoms (primarily coughing and fever), you do not need to send the employee home. Advise the employee to watch for these symptoms.
 - If the employee chooses to self-quarantine, follow the guidance outlined in LOAs and State HR Policy.
- Do not close down offices or send others home because an employee has self-reported that they may have been exposed to COVID-19. Rather, the agency should continue to advise employees to be on the lookout for COVID-19 symptoms, such as fever, cough, and other signs of respiratory infection.
 - It is not recommended that employees self-quarantine in this situation because an asymptomatic coworker of an asymptomatic employee who has had contact with a person who has COVID-19 is not considered at risk.
 - However, if employees choose to self quarantine, follow the guidance outlined in LOAs and State HR Policy.
- Continue routine cleaning, in line with the [CDC’s guidance on environmental cleaning and disinfection](#) (if your agency is in a DAS-owned building, a cleaning system is in place). Cleaning of visibly dirty surfaces followed by disinfection is important for prevention of COVID-19 and other viral respiratory illnesses.
- Do not release the employee’s name under any circumstances.