

# Human Resources

## COVID-19 Exposure Determination and Recommendations

STEP 1:	STEP 2:	STEP 3:	STEP 4:	STEP 5:
Determine EE PPE Level	Determine Exposure Scenario	Determine Distance and Amount of Time of Exposure	Determine Risk Level	Implement Recommended Measures
Exposure Scenario			Exposure Risk	Recommendation
Employee PPE	Covid Positive Contact	Distance and time		
Wore mask ●	Wore mask ●	6 ft distance or greater AND Less than 15 mins	NO RISK	<b>Not Considered a Close Contact:</b> If <b>EMPLOYEE is asymptomatic</b> , 1. CONTINUE to work, follow general precautions for all employees 2. No further follow-up required If <b>EMPLOYEE develops symptoms</b> , 1. EXCLUDE from work + SELF-ISOLATE(until cleared for return to work) 2. NOTIFY supervisor and HR 3. TEST – follow district process as directed by HR to get tested or contact doctor
NO mask ●	NO mask ●	6 ft distance or greater AND Less than 15 mins		
Wore mask ●	NO mask ●	6 ft distance or greater AND Less than 15 mins		
NO mask ●	Wore mask ●	6 ft distance or greater AND Less than 15 mins		
Wore mask ●	Wore mask ●	6 ft distance or less AND/OR greater than 15 mins	LOW RISK	<b>Not Considered a Close Contact:</b> If <b>EMPLOYEE is asymptomatic</b> , 1. CONTINUE to work 2. SELF-MONITOR for symptoms for 14 days If <b>EMPLOYEE develops symptoms</b> , 1. EXCLUDE from work + SELF-ISOLATE(until cleared for return to work) 2. NOTIFY supervisor and HR 3. TEST – follow district process as directed by HR to get tested or contact doctor
Wore mask ●	NO mask ●	6 ft distance or less AND/OR greater than 15 mins		
NO mask ●	Wore mask ●	6 ft distance or less AND/OR greater than 15 mins		
NO mask ●	No mask ●	6 ft distance or less OR greater than 15 mins	MEDIUM RISK	
NO mask ●	NO mask ●	6 ft. distance or less AND greater than 15 mins	HIGH RISK	<b>Considered Close Contact:</b> 1. EXCLUDE from work + SELF-ISOLATE(until cleared for return to work) 2. NOTIFY supervisor and HR 3. TEST – follow district process as directed by HR to get tested or contact doctor
EE = Employee				