



CIU HOTLINE: 757-778-3582

CIU E-MAIL: COVIDSTF@hampton.gov

Actions and Communication

RESPONSIBLE		DATE
Employee	<p>Notify supervisor he/she:</p> <ul style="list-style-type: none"> ▶ has been tested and has symptoms consistent with COVID-19, or ▶ has tested positive for COVID-19 (notify <u>within four (4) hours</u> of receiving results. Immediate notification preferred.) 	<p>✓</p>
Employee and Supervisor	<p>Complete as accurately as possible:</p> <ul style="list-style-type: none"> ▶ Initial Screening Interview (page 1) ▶ Source Contact Log (page 2) 	<p>✓</p>
Supervisor	<p>Email entire five-page Employee COVID-19 Screening Worksheet to COVIDSTF@hampton.gov and follow up with call to CIU Hotline.</p>	<p>✓</p>
COVID Investigation Unit (CIU)	<p>Employee COVID-19 Screening Worksheet document received</p>	<p>✓</p>
Human Resources	<p>Notify City leadership of positive employee</p>	<p>✓</p>
CIU	<ul style="list-style-type: none"> ▶ Review Initial Screening Interview form and Source Contact Log ▶ Contact source employee for further information, if needed ▶ Contact source contacts for further information, if needed <ul style="list-style-type: none"> ▶ If able, may give preliminary guidance to source contacts 	<p>✓</p>
CIU	<p>Contact one of the following to perform decontamination of affected areas:</p> <p><input type="checkbox"/> Public Works _____ <input type="checkbox"/> Fire Division _____</p>	<p>✓</p>
PW or HDFR	<p>Decontamination procedures completed by: _____</p>	<p>✓</p>
CIU	<p>Complete COVID Investigative Unit Assessment (page 3) based on Contact Risk Assessment Tool (page 5)</p>	<p>✓</p>
CIU	<ul style="list-style-type: none"> ▶ Within 24 hours of notification of a positive employee, contact each listed source contact by phone to advise of risk associated with workplace contact with a COVID-19 positive person and provide guidance based on "Guidance Key" at bottom of page 4 (state email to follow) ▶ Complete Contact Notification and Guidance Log (page 4) 	<p>✓</p>
CIU	<ul style="list-style-type: none"> ▶ Email completed Employee COVID-19 Screening Worksheet to HR ▶ Complete Contact Risk and Guidance Communication form for each contact and email to each contact (Cc HR) 	<p>✓</p>
HR	<p>Provide guidance on application for, and use of, COVID leave for each eligible employee, if applicable</p>	<p>✓</p>
HR, Supervisor, and Employee	<p>If risk/guidance dictates employee must test, quarantine, or isolate, employee must maintain regular contact with HR and supervisor until return to normal work status is appropriate</p>	