



**DEPARTMENT'S GUIDE TO HANDLING
A POSITIVE COVID-19 CASE OR COVID-19 CLOSE CONTACT**

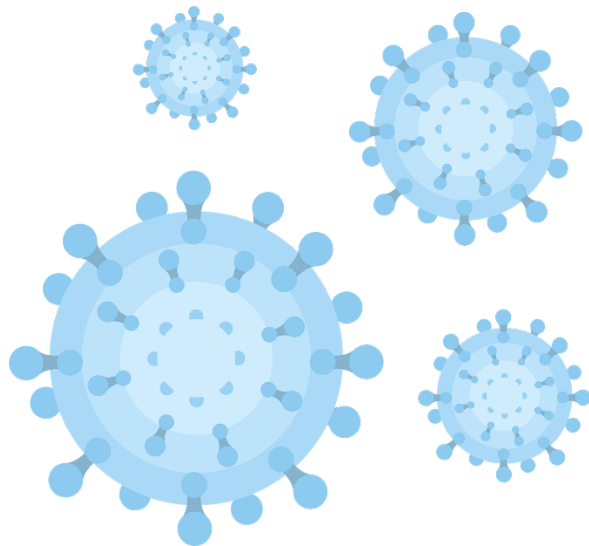
*Instructional Packet last updated 09-04-2022
Forms dated 08-11-2022 are still correct*

**The COVID-19 Response Packet is outlined below
with a summary of each form's purpose:**

- 1. Positive Case FORM 1 (08-11-2022):** This form is used when you are notified of an employee who has tested positive for COVID.
- 2. Exposure Log FORM 1-A (08-11-2022):** This form is used to log employees who may have been in close contact with the positive employee.

All positive cases **must be reported** into Positive Case Reporting Portal by clicking here:

[COVID-19 Positive Reporting Portal](#)





Handling a Positive Case

1. **Interview the employee** using the **Positive Case FORM 1 (08-11-2022)** available on the **City of Hampton Employee Connection** by clicking the link here:
[COVID-19 Resources for Employees | Hampton, VA - Official Website](#)

2. **Make sure the employee is in a safe place to talk.** If they are currently at work and have learned that they are positive, instruct the employee to:
 - a. Mask themselves

 - b. Gather their items and anything they may need to telework (if available).

 - c. Leave the office in a fashion that provides the least amount of interaction with others.

 - d. Document their workstation location and report the positive case to the COVID-19 Fogging Request Portal by clicking the link here:
[COVID-19 Fogging Request Portal](#)

 - e. Ask the employee to contact you as soon as they get home or the location they plan on isolating to complete the interview process.

3. **Follow the instructions** and provide the employee with a safe return to work date.
 - a. Once you provide the employee with their safe return to work date, ensure they know that they must contact their supervisor for telework options or further instruction.

 - b. If there are close contacts, document them on the **Exposure Log FORM 1-A (08-11-2022)**.
 - i. If the close contacts are in other departments, you must notify each department's representative separately and within 24 hours of the positive notification.

 - ii. To notify each department, fill out a **FORM 1-A**, and contact the department's representative by phone.

 - iii. You **must not provide the name of the COVID-19 positive individual**, but only tell them that the employees are identified as close contacts along with period that each should wear a mask.

Positive Case FORM 1 (08-11-2022)



There are two (2) types of employee-related COVID situations:

- COVID Positive Form 1
- Exposure Log Form 1-A

Date: _____
Name: _____
Department: _____
Location: _____
Supervisor: _____

Did you test positive for COVID-19? Yes No

Date of test _____

Did you take a Rapid test or a PCR test? Rapid test PCR test

Do you have a fever? (100.4°F or greater) Yes No

Do you currently have symptoms Yes No

If yes, what date did the symptoms start _____

What symptoms are you experiencing? _____

COVID Positive Guidance

Those who test positive for COVID-19 should **ISOLATE** themselves away from the workplace for a full five (5) days after their positive test or the date symptoms started. A person can end isolation on day six (6), after the five (5) days if they are fever-free for 24 hours, without the use of fever reducing medication, and their symptoms are improving. People in this group should also wear a well-fitting mask in public and around others for a full ten (10) days. If the employee has a fever or their symptoms have not improved by day five (5) then they should stay out for 10 days after their positive test or the date symptoms started and the employee must notify their supervisor. If the employee still feels ill on day five (5), they can rapid test at their expense. If the test comes back positive they should stay out the full ten (10) days. If at the end of ten (10) days the employee is still ill, they should seek professional medical guidance.

- Have you been in close contact with any other city employees starting **2 days before** you developed symptoms, or the date you tested? (*Close contact is being 6 feet or closer to someone for a **cumulative total of 15 minutes or more** over a 24-hour period.*) Yes or No

If the answer to the question is **YES**, then the person is a close contact, regardless of whether the person was wearing a mask properly. If the answer to the questions is **NO**, **the person is not a close contact.**

The COVID-19 Representative only needs to list close contacts and then contact that department's representative. The COVID-19 Representative of the positive employee **DOES NOT tell the other departments the name of the positive employee. The COVID-19 Representative making the notification to the other department only identifies the **CLOSE CONTACTS**.**

List the name and department(s) on **FORM 1-A**. If there is more than one department affected, you can create a separate FORM 1-A for each department being notified.

Anticipated Return to work date is: _____



COVID-19 EXPOSURE LOG

****Covid-19 Representatives must notify all other Covid-19 Representatives within 24 hours of a positive employee notification**

This form identifies the employees who were in close contact (exposed) with the positive individual which is six (6) feet or closer to someone for a cumulative total of 15 minutes or more over a 24-hour period.)

Name	Department & Divison (if applicable)	COVID-19 Representative	Last Date of Contact (Date of Exposure)	Must Wear a Mask Until

Employees who have had close contact with the positive employee must: Take precaution and wear a mask immediately.

They must **wear a mask for 10 full days**. They can remove their mask on day 11.

Start counting from Day 1

Day 0 is the day of their last exposure to someone with COVID-19

Day 1 is the first full day after their last exposure