



**CEAT Supervisor Positive COVID-19 Test Notification Procedure**

**Procedures  
CCB-007  
Effective Date: 10/23/20**

- 1.01 The purpose of this procedure is to ensure proper steps are taken when a supervisor is notified by an employee of a positive test result or potential COVID-19 exposure. These steps are intended to protect the health of the individual and the other members of their work unit. At all times, ensure the confidentiality of the individual is maintained as required by federal law (HIPAA). Any question regarding these procedures should be directed to Ed Kirtley (CEAT COVID-19 Incident Management Team) x43384, or Misty Daniels (CEAT HR) x42627.
- 1.02 It is expected that employees will immediately notify their supervisors regarding any symptoms or COVID-19 exposure or infection. This includes after hours and weekends. This will allow supervisors, University Health Services (UHS) staff, and CEAT HR to take necessary action to determine what medical care and testing, if any, is appropriate, and ensure the individual is informed of the benefits available to them.

**Immediate Action After Notification by Employee of Positive Test or Possible Exposure**

- 2.01 If the individual is currently in the CEAT facility, quickly determine a strategy for the them to leave in such a manner to prevent any potential exposure to others. If the individual is working remotely, contact Misty Daniels at x42627 or Ed Kirtley at x43384 for further directions. After the individual has left the facility, immediately notify CEAT HR, Misty Daniels, at x42627 and discuss the situation. Misty will notify University Health Services and inform them of the situation. You may receive a call from UHS and be asked to provide additional details.
- 2.02 Notify the next person in your chain of command and inform them of the situation and explain the actions taken, e.g. CEAT HR has been notified.
- 2.03 CEAT HR will contact the Patrick Wheeler at x43734, CEAT Facilities Manager, to determine if the work requires cleaning/disinfecting. Patrick will coordinate cleaning/disinfecting as needed.



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**Confidentiality of Information**

- 3.01 The Health Insurance Portability and Accountability Act (HIPAA) protects the confidentiality of any individual who may have tested positive for, or who may have been exposed to, COVID-19. It is the responsibility of every supervisor and manager to ensure the confidentiality of the individual is protected. The information may only be shared under the following circumstances:
- Information may be shared with University Health Services (UHS), medical providers, and emergency care workers involved in the case.
  - Information may be shared with OSU/CEAT HR, as necessary, to initiate an appropriate public health response and/or provide benefits to the individual. For example, you may share information with Misty Daniels or a member of OSU HR who are working to process benefits for the individual.
  - Information may be shared with other CEAT department and unit heads necessary for business continuity and operations. For example, you may share information with the next person in your chain of command.
- 3.02 Information may not be shared with other team members, CEAT employees, etc. While it may be necessary to notify employees in the work unit that a person has tested positive, the name of the individual remains confidential. See sample message below.
- 3.03 At all times, only the minimum amount of information necessary to ensure the health and safety of the individual is to be released.
- 3.04 If you are unsure of what information may be shared, contact Misty Daniels at x42627, or Ed Kirtley at x43384.

**What to Expect After Notification of CEAT HR and UHS**

- 4.01 UHS will contact the employee and obtain additional information regarding symptoms and potential exposure to other employees. UHS will also coordinate with state and local officials, as needed.
- 4.02 A determination will need to be made whether to send all employees in that area home for the day and/or close the building where the employee worked. This requires consultation between the Dean's Office, CEAT HR, OSU Human Resources, and UHS.

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- 4.03 UHS will update the employee’s manager/supervisor, and CEAT HR as needed. The employee should also provide updates to their manager/supervisor and CEAT HR, when necessary.
- 4.04 A list of likely individuals who have had close contact with the infected employee will be contacted by UHS. In accordance with the Centers for Disease Control and Prevention (CDC), [close contact](#) is defined as having more than 15 minutes of contact with the infected individual and being less than 6 feet (2 meters) apart.
- 4.05 The CEAT HR will contact the employee after UHS to initiate Families First Coronavirus Response Act (FFCRA).
- 4.06 The CEAT Facilities Manager will coordinate cleaning/disinfecting of the work area, as necessary, according to CDC guidelines.

**Support from the CEAT COVID-19 IMT**

- 5.01 The CEAT COVID-19 Incident Management Team (IMT), in consultation with CEAT HR and UHS, shall provide the following support to the affected department or work unit:
- Assess the need for closure of department/work unit or altered work schedule/arrangements.
  - Communicate appropriate information with coworkers and others who had close contact with the infected individual in consultation with UHS and CEAT HR.
  - Communicate with the workforce about any closure or altered work schedule and anticipated return to work timing.
  - Confirm with CEAT Facilities Manager the arrangements for cleaning/disinfection of facility.



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**Sample Messages**

Sample Communication to Employees

6.01 “The health and safety of our CEAT employees is a top priority and in these unprecedented times this priority continues to guide our business decisions. Today, we learned one of our employees in the \_\_\_\_\_ tested positive for COVID-19. After making sure this individual is not in the workplace and suggesting they receive care, we want to make sure our workforce understands the steps we are taking to help protect your health and safety, including anyone who may have had close contact with this individual.”

Sample Communication for Facility Closure and Disinfection

7.01 “We are closing the building, effective \_\_\_\_\_ and sending all employees home while we undertake thorough cleaning and disinfection the facility. These steps will be taken in accordance with the Centers for Disease Control and Prevention’s (CDC) Environmental Cleaning and Disinfection Recommendations. We anticipate these steps will be completed by \_\_\_\_\_ and all employees will return to work on \_\_\_\_\_. Until then, only personnel with prior authorization are permitted access to the facility.”

Sample Continued Attention to Heightened Hygiene

8.01 “Upon return to work, we will continue our heightened environmental cleaning regimen in accordance with CDC recommendations, including routine cleaning of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. We advise all employees to continue their personal regimens related to reducing transmission of the COVID-19 virus.”

Sample Potential Workplace Exposure

9.01 “We have notified those employees and others who potentially had close contact at work with an employee who has lab-confirmed COVID-19. According to the CDC (Refer to procedures in CCB-003), close contact means unprotected face-to-face contact within approximately six feet (2 meters) of a person with a laboratory-confirmed COVID-19 case for 15 minutes or longer.



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**Conclusion**

- 10.01 We understand you may have questions and concerns, and we will update you as we move forward. We reiterate our commitment to the health and safety of our workforce. This is new territory for all of us and we welcome your feedback and suggestions as we move forward together.
- 10.02 Thank you for your understanding during this challenging time. Should you have any questions please contact your supervisor, University Health Services or Misty Daniels x42627, or Ed Kirtley at x43384.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 6/26/20, Revised 10/23/20*