

# COVID-19 RESPONSE PROTOCOL FOR SUSPECTED CASE

This protocol is intended to provide guidance in the event of the following situations:

- 1 an employee has tested positive for COVID-19, or an employee reports that they have been directly exposed to someone who has tested positive for COVID-19;
- 2 an employee is showing significant symptoms of COVID-19.

It should be emphasized that the decision to shut down or deep clean a facility depends on the suspected extent of potential exposure to a customer, contractor or employee. Many companies trigger a deep-cleaning and/or facility shutdown when an active employee has been identified as COVID-19 positive by testing. Sites may also opt to have a deep cleaning performed when an active employee is *presumed to be positive*, based on direct exposure in a household to a person testing positive. In some cases, such as a contractor or customer exhibiting significant symptoms who has had significant contact with employees or high-touch areas, it may be prudent, out of an abundance of caution, to shut down or deep clean a facility.

## EMPLOYEE/GOLFER HAS TESTED POSITIVE FOR COVID-19 OR EMPLOYEE/GOLFER HAS HAD DIRECT EXPOSURE TO A CONFIRMED CASE OF COVID-19

The following steps should be followed in the event that an employee has tested positive for COVID-19 or who has had direct exposure to a confirmed case of COVID-19:

- 1 If the employee is at work direct them to return home immediately and to self-quarantine;
- 2 Notify the general manager or COVID-19 designated contact person;
- 3 Direct the employee to do a COVID-19 self assessment at least three times daily and to report back to the company the results;
- 4 Direct the employee to follow *self-quarantine measures*: remain off the property for 14 days if directly exposed to COVID-19, or if a test shows positive results. Employees should avoid leaving home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home may continue if the employee's health permits.
- 5 Gather the following information by phone:
  - when did your symptoms begin (if applicable);
  - when were you diagnosed?
  - when and how do you believe you were exposed?
  - when were you last at work
  - who did you come into contact with in your last week at work?
  - who do you usually come into contact with?
  - what areas of the facility were you in.

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## EMPLOYEE/GOLFER HAS TESTED POSITIVE FOR COVID-19 **OR** EMPLOYEE/GOLFER HAS HAD DIRECT EXPOSURE TO A CONFIRMED CASE OF COVID-19

- 6 Identify and survey the people potentially exposed (protect the identity of the potentially infected employee); instruct the potentially exposed that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results be prepared to stay home or contact the local health agency;
- 7 Ensure that the potentially infected worker's work station is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee. All persons carrying out the cleaning must follow the COVID-19 cleaning protocols.
- 8 Consider the need for Deep-Cleaning, as described in the COVID-19 cleaning protocols. Deep cleaning

should be performed as soon after the confirmation of a positive test as practical. While the area of Deep Cleaning is dependent on the extent and frequency of interaction of the suspected employee in their working area or areas. An alternate measure, instead of performing Deep Cleaning, is to shut down the affected facility or facilities for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all high-touch surfaces.

- 9 Return to Work Following Self-Quarantine. Employees with COVID-19 (presumed or confirmed), or employees who have been directly exposed to others with COVID-19 and who have been under home isolation/quarantine can only return to work under either of the following two conditions:

### CONDITION 1

*If you will not have a test to determine if you are still contagious, you can return to work after these three things have happened:*

You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and at least 7 days have passed since your symptoms first appeared; and you have a medical professional's clearance to return to work.

### CONDITION 2

*If you will be tested to determine if you are still contagious, you can return to work after these three things have happened:*

You no longer have a fever (without the use of medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and you received two negative tests in a row, 24 hours apart; or you have a medical professional's clearance to return to work.



## EMPLOYEE HAS SYMPTOMS OF COVID-19

The following steps should be followed by the supervisor of an employee who has significant symptoms of COVID-19:

- 1 If the employee is at work direct them to return home immediately and to self-quarantine;
- 2 Notify the general manager or COVID-19 designated contact person;
- 3 Direct the employee to do a COVID-19 self assessment at least daily and to report back to the company the results;
- 4 Direct the employee to follow *self-quarantine measures*: remain off the property for 72 hours. Work while at home may continue if the employee's health permits.
- 5 Gather the following information by phone:
  - when did your symptoms begin (if applicable);
  - when were you diagnosed?
  - when and how do you believe you were exposed?
  - when were you last at work
  - who did you come into contact with in your last week at work?
  - who do you usually come into contact with?
  - what areas of the facility were you in.
- 6 Identify and survey the people potentially exposed (protect the identity of the potentially infected employee); instruct the potentially exposed that they may have been in contact with a potentially infected employee to carry out a self-screening check every morning, report in to work, and based on the results be prepared to stay home or contact the local health agency;
- 7 Ensure that potentially infected worker's work station is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the potentially infected employee. All persons carrying out the cleaning must follow the COVID-19 cleaning protocols.
- 8 Consider the need for Deep-Cleaning, as described in the COVID-19 cleaning protocols. The area of Deep Cleaning is dependent on the extent and frequency of interaction of the potentially infected employee in their working area or areas. An alternate measure, instead of performing Deep Cleaning, is to shut down the affected facility or facilities for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all high-touch surfaces.
- 9 Return to Work Following Self-Quarantine. Employees who have been under home isolation/quarantine can return to work under the following condition:

### CONDITION 1

*You can return to work only as follows:*

You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and at least 7 days have passed since your symptoms first appeared; and you have a medical professional's clearance to return to work.