



In order to protect the safety of our employees, the following procedures should be followed if you believe you may have been exposed to the coronavirus, in contact with someone who has been, recently visited a high risk state or returned from out of the country.

1. If you believe you have or may have been exposed to the COVID-19 virus, contact your supervisor and report it as soon as possible.
2. Out of an abundance of caution, you will be encouraged to remain at home, confirm whether or not you are at risk, and self-monitor.
3. The employee should provide their supervisor with a list of employees they have recently been in close contact with.
4. The Supervisor will report the potential exposure of the employee and the names of employees they have been in contact with to Ray Lepone and/or Scott Sharpe.
5. We will report this information to the County Medical Director for their evaluation on whether or not they will do the necessary health assessment.
6. Upon receiving a response from the County Medical Director, you will be contacted to discuss your options for continuing to work.
7. Once notified, Human Resources will keep a record of those employees that have reported exposure to an infectious disease and monitor each on a case by case basis to determine necessary next steps.