

# COVID-19 EXPOSURE FORM

HB Job Number: \_\_\_\_\_

HB Superintendent Name: \_\_\_\_\_

Subcontractor Company: \_\_\_\_\_

Foreman Name: \_\_\_\_\_



## PRIMARY

Employee has been diagnosed with COVID-19.

### QUARANTINE

Employee should follow recommendations of health professionals. Employee can only return to work after receiving a clearance for duty from a physician and a documented negative COVID-19 result.

**NOTIFY** MIC to notify the following:

- County Health Department to report Direct Exposure
- \_\_\_\_\_
- \_\_\_\_\_
- Your Direct Manager
- Your client

**IDENTIFY** team members who have been in DIRECT contact with the employee

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee
- Team members should be notified that they have been in contact with someone (avoid identifying the person by name) who has tested positive
- Refer team members to direct exposure steps

**CHARGE EMPLOYEE'S TIME** to COVID code in FTC (for all available PTO)

### CLOSE FOR CLEANING

Temporarily close the office/worksites to deep clean the spaces where the employee worked



## PRIMARY SYMPTOMS/ DIRECT EXPOSURE

Employee has been in direct contact with someone who has tested positive for COVID-19 OR employee has COVID-19 symptoms.

### QUARANTINE

Employee should quarantine until receiving a negative COVID-19 result or a clearance for duty from a medical professional.

**NOTIFY** the following individuals:

- \_\_\_\_\_
- \_\_\_\_\_
- Your Direct Manager
- Your client

**IDENTIFY** team members who have been in DIRECT contact with the employee

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee
- Refer team members to secondary exposure steps

**CHARGE EMPLOYEE'S TIME** to COVID code in FTC (for all available PTO)

### CLEAN EMPLOYEE AREA

Deep clean the office/work space where the employee worked



## SECONDARY

Employee has been in direct contact with someone who has had direct exposure OR direct contact with someone who has shown COVID-19 symptoms.

### NO QUARANTINE

Employee should monitor their own symptoms and report if they begin to have symptoms or if their contact tests positive for COVID-19.

**NOTIFY** the following individuals:

- \_\_\_\_\_
- \_\_\_\_\_
- Your Direct Manager

**IDENTIFY** team members who have been in DIRECT contact with the employee, but notification to these team members is not necessary until positive result (if any)

- Direct contact means being within 6 feet of the employee for a period of time, or shared regular touch surfaces with the employee

## TERTIARY

(3rd Removed Contact) Employee has been in contact with a Secondary Exposure person/employee.

**NO ACTION** unless this employee moves to secondary exposure

**KEEP COMMUNICATION LINES OPEN**

