

CHECKLIST | RESPONDING TO A POSITIVE COVID-19 TEST

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The COVID-19 pandemic has challenged employers to plan for how they would respond to a positive test in their workplace. Employers are responsible for handling the situation swiftly to protect the health of other employees while preserving the affected employee's confidentiality. In addition to notifying the company and its customers, employers must also disinfect the office and evaluate next steps. If you're in this situation, you may be wondering what you need to do. This checklist provides an outline of steps for employers to consider.

Employer Preparedness Plans	YES	NO	N/A
Does your organisation have COVID-19 testing practices in place that comply with all applicable government guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a planned response in place in the event of an employee testing positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a planned response been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Addressing Employee Who Tested Positive	
Calmly and empathetically address the employee to discuss next steps and assistance.	<input type="checkbox"/>
Assure the employee that their identity will remain confidential.	<input type="checkbox"/>
Question the employee about with whom they have been in contact within the last 14 days.	<input type="checkbox"/>
Determine if the employee has been in the workplace within the last seven days.	<input type="checkbox"/>
Ensure the employee goes into isolation, and provide statutory sick pay until they've recovered.	<input type="checkbox"/>
Refer the employee to NHS resources .	<input type="checkbox"/>

Communications	
Notify any co-workers or customers with whom the ill employee had been in contact.	<input type="checkbox"/>
Make determinations on any employees who should begin self-isolation for 14 days. Communicate steps for self-isolation, including taking time off or remote work arrangements.	<input type="checkbox"/>
Notify the rest of the company by email or letter that an employee has tested positive for COVID-19. Keep the employee's identity confidential.	<input type="checkbox"/>
Notify employees on next steps, including details for a partial or full closing of the workplace for disinfecting.	<input type="checkbox"/>
If planning on having any or all employees work from home or closing the office, disclose this information in the communication.	<input type="checkbox"/>

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2020 Zywave, Inc. All rights reserved.

Close Down the Workplace

Determine whether the workplace will be partially or fully closing for disinfecting.	<input type="checkbox"/>
If feasible, allow eligible employees to work from home during this time.	<input type="checkbox"/>
Ensure all temporary closing information is communicated to employees, including whom this affects, remote work expectations and expected timelines for reopening the workplace.	<input type="checkbox"/>
Create plans for only cleaning staff to be in infected areas during the disinfecting period.	<input type="checkbox"/>

Preparing for Disinfecting

If the employee has been in the workplace within the last seven days, begin preparations for disinfecting the workplace.	<input type="checkbox"/>
Ensure necessary cleaning supplies are stocked, including disinfectants that are recommended for use against SARS-CoV-2, the virus that causes COVID-19.	<input type="checkbox"/>
Ensure all necessary personal protective equipment is stocked for cleaning teams.	<input type="checkbox"/>
Evacuate planned areas for disinfecting for at least 72 hours.	<input type="checkbox"/>

Disinfecting the Workplace

Close off all areas visited by the person, open windows and use ventilating fans with airflow. After opening up the airflow, wait 24 hours before beginning cleaning.	<input type="checkbox"/>
After 24 hours, cleaning staff should start disinfecting all areas and equipment used by the person.	<input type="checkbox"/>
Ensure cleaning staff is using all necessary personal protective equipment.	<input type="checkbox"/>
Begin by cleaning all hard surfaces with soap and water. Clean soft surfaces such as carpeted floor either with soap and water or by laundering, if possible. Apply a disinfectant to all surfaces.	<input type="checkbox"/>
Clean electronic devices according to manufacturers' instructions or with alcohol-based cleaning solutions with at least 70 per cent alcohol.	<input type="checkbox"/>
Clean soft laundry items using manufacturers' instructions, on the warmest possible water setting.	<input type="checkbox"/>
When employees return after 72 hours, resume routine cleaning routines.	<input type="checkbox"/>

Use this checklist as a guide when planning how to respond to an employee testing positive for COVID-19. For any items you are unable to check, consider if any updates to your organisation's response could help protect the health and safety of employees and guests. By preparing in advance, employers can swiftly respond to the employee, effectively notify the rest of their organisation and make plans for moving forward. Contact us today for additional COVID-19 resources and guidance for how your company can respond to it.