



City of Little Rock

Policy for Employees Exposed to a Positive COVID-19 Individual

Effective Date: April 8, 2020

City of Little Rock Policy for Employees Exposed to a Confirmed Positive COVID-19 Individual

Based on guidance from the Centers for Disease and Control (“CDC”) and the Arkansas Department of Health, the City of Little Rock (“City”) shall adhere to the following guidelines when determining associated risk levels for employees exposed to a confirmed positive COVID-19 individual:

1. Upon notification of a confirmed positive COVID-19 employee (hereinafter “Isolated Employee”), Human Resources will interview the Isolated Employee using the CDC’s COVID-19 Risk Assessment & Public Health Management Decision Making Matrix (Attachment 1) as soon as practically possible to determine co-workers they have worked in close proximity with in the last fourteen (14) days. The information collected will be based on the below questions, but is not all inclusive:
 - a. Was the co-worker within 6 feet of the isolated employee?
 - b. Was there prolonged (more than a few minutes) exposure to the isolated employee?
2. Once the list of potential exposed co-workers is generated; Human Resources will utilize the CDC’s most current guidance to determine the next course of action for the potentially exposed co-workers, i.e. to self-monitor or self-quarantine.
3. Human Resources will contact the identified co-workers and notify them of an employee that they have come in contact with has tested positive for COVID-19 and will then be provided the next course of action.
4. All interviews with Isolated Employees and Co-workers will be done on an individual basis, via telephone to protect each employee’s privacy and confidentiality. It’s important to remember that all information regarding an employee illness be treated as a confidential medical record in accordance with the Americans with Disabilities Act (ADA).
5. All notes taken during, and relating to, the process above will be maintained by Human Resources in a manner that is secure, confidential and separate from that individual’s general employee file and will be treated as medical information consistent with the requirements of state and federal law . Access to these records will be limited to a small subset of Human Resources and the City Attorney’s Office. These safeguards will be implemented in order to protect the medical information of employees who have been, or may have been exposed to COVID-19.
6. Upon confirmation of a positive case, the below actions will be taken:
 - a. Human Resources will notify the Directors of Fleet Services to ensure any vehicle/equipment that was used by the isolated employee is properly disinfected.
 - b. Human Resources will ensure the isolated employee’s Department Director is notified in order for the department to complete a thorough deep cleaning ensuring all work areas are properly disinfected.
7. Human Resources Department contact information:

• Safety/Loss Control Specialist	371-4756/501-246-2761
• Risk Manager	371-4502



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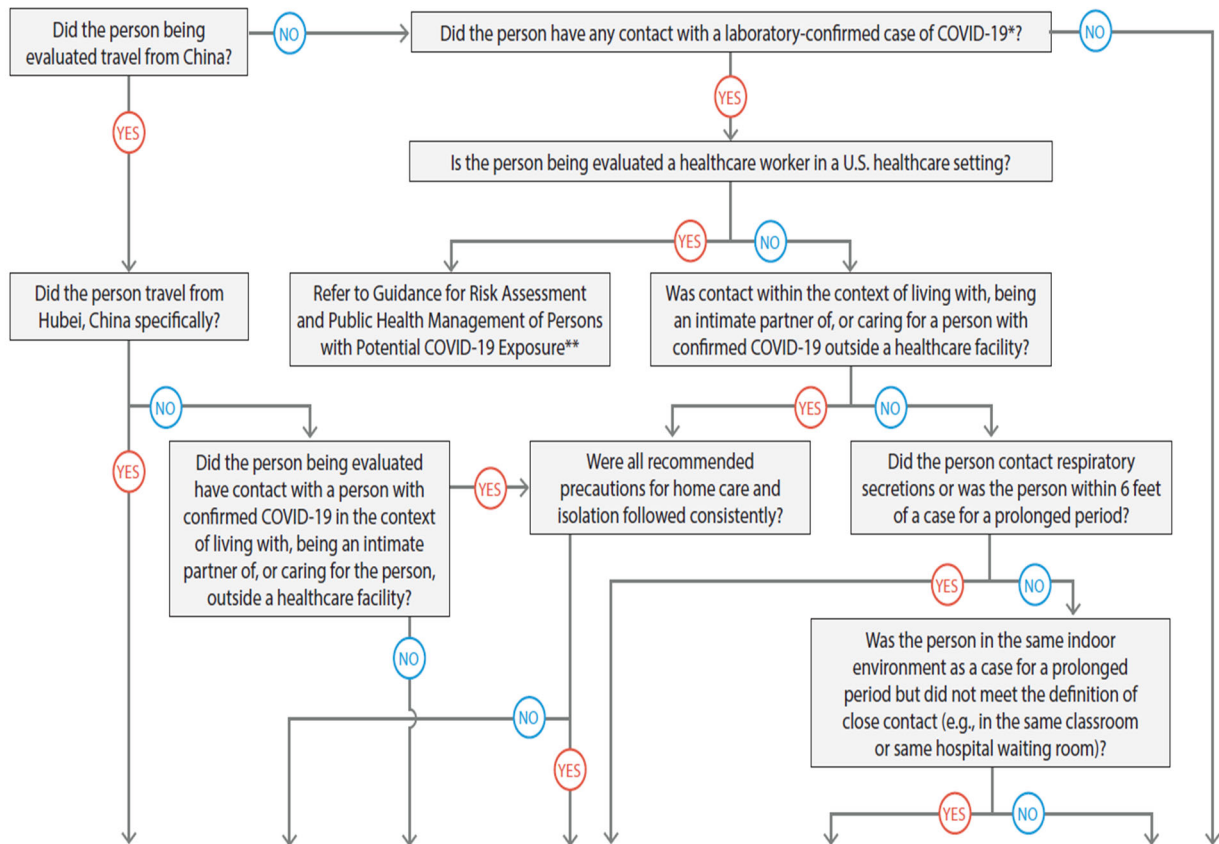
ATTACHMENT 1

Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

Each question refers to within the past 14 days



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



	High Risk	Medium Risk	Low Risk	No identifiable risk
Actions for people without symptoms consistent with COVID-19	Remain under quarantine authority; no public activities; daily active monitoring; controlled travel	Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel	Self observation	None

Actions for people with symptoms consistent with COVID-19	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Stay home from work or school, avoid contact with others, don't travel. Seek health advice	None; routine medical care
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These examples may not cover all potential exposures to laboratory confirmed case of COVID-19. If you are concerned about an exposure that does not align with these categories, please contact the CDC Emergency Operations Center at 1-770-488-7100.

*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing
 **Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.