

## Guidelines on Conducting Workplace Assessments for Exposure to COVID-19

In order to understand the potential impact of a presumptive or confirmed case of COVID-19 in the workplace, authorized department managers may conduct a preliminary assessment of Close Contacts and needed environmental interventions. This is necessary because in many instances department personnel is informed of presumptive or confirmed cases prior to any notification from a public health authority. Such assessment will facilitate an appropriate response given current concerns by employees and the need to minimize exposure in the workplace.

In general this assessment is designed to identify individuals who had prolonged periods of close contact (defined as contact within 6 feet or less for approximately 10 minutes) within the 48 hours preceding the onset of symptoms through the time of a positive test. The assessment should also facilitate the identification of environmental cleaning and disinfecting measures needed to ensure an appropriate response.

The questions below are intended to guide the appropriate management personnel in doing this assessment. The information should be gathered **after the employee has been sent home** to ensure minimal exposure after the notification. Please accurately and clearly document responses by employee and potential contacts. When applicable, provide this information to the appropriate MHD personnel to facilitate contract tracing activities.

1. Identify where the employee spent time while symptomatic. Include common areas, facilities, bathrooms, break rooms. Symptoms are: fever, cough, shortness of breath, aches and pains, fatigue, and sore throat.
2. Determine, if feasible, how much time the employee spent in those areas while symptomatic.
3. Identify when and how the employee would have had the opportunity to be in close contact (within 6 feet) and for longer than 10 minutes with other workers, guests, supervisors, or contactors in any of the areas identified above.
4. Identify and analyze other activities or interactions or movements that the employee had that may lead to possible exposure. This should be based on the employee's regular work assignment or the assignment within the 48 hour period prior to the onset of the symptoms.
5. What are the potential routes of environmental exposure through touching contaminated surfaces? Please consider common areas, tools, equipment, or vehicles assigned to the employee. Please consider environmental interventions necessary to minimize exposure.
6. Are there employees with increased risk for complications related to COVID-19 who need to be alerted immediately?
7. Are there security access points or camera footage that can be analyzed to determine sources of exposure.

Please contact your department HR staff or the DER Compliance Officer if you have any questions about how to proceed once you have gathered the information. Guidance can also be found at

<https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Policies/COVID-19NOTIFICATIONPROTOCOLwithMHD3.30.20.pdf>

Please note **departments should not wait or hesitate** to send employees home when they are experiencing flu-like symptoms. For additional information or assistance on how to handle a specific situation please call Katherine Holiday at 286-6210.