

# Response: For locations with confirmed cases of COVID-19

In the event that you become aware of someone at your work location or project site that has a confirmed case of COVID - 19, it is important to be mindful of other workers at the same location. The following checklist outlines the considerations to be made in the event other employees start showing symptoms. It is important to note that, due to the fact that the situation is very fluid and information regarding symptoms, testing and CDC recommendations are changing rapidly, the information below should be considered guidelines only and consult with local health resources should the need arise.

- Refer to the CDC's [Risk Assessment](#) to assess the risk.
- If an employee appears to have acute respiratory illness symptoms at work, they should be separated from other employees and be sent home immediately.
  - Instruct sick employees to use telemedicine services or call their healthcare provider for further assessment and instructions. Lockton has confirmed that the major telemedicine providers are specially trained, equipped and ready to remotely assess COVID-19, the flu and other minor health issues.
- COVID-19 testing can be performed for free through CDC-designated laboratories. Quest and LabCorp now have the ability to test.
  - Physicians can order the test for individuals who meet the CDC's criteria for testing.
  - The cost of the test has not been released.
  - In many instances, the cost share is waived, so the test is covered at 100% by the plan.
  - Check with your carrier or self-funded plan to understand how the test will be covered.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work.
  - For employees with a serious respiratory illness who incur a prolonged absence beyond the CDC's 14-day recommended quarantine, a healthcare provider would need to be seen and requesting a provider note or FMLA form is reasonable.\*
- Do not communicate any PHI to anyone.
- Adhere to the guidance and direction from public health officials with respect to communicating information to employees and customers.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the ADA.

\*The CDC guidance for businesses and employers recommends not to require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. If needed, telemedicine providers can provide an electronic note.

- Employees exposed to a coworker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Finally, your Lockton client service team remains available to help. We are able to communicate with your Builders Risk and General Liability carriers and help you manage these exposures and specific carrier requirements during these unusual times. Please call or email any member of your team and we will ensure the appropriate member responds.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- Public health orders are law. Employees who are under a public health order for isolation or quarantine cannot come to work. However, employees can telework during this time, if feasible. Set up a process to record in the Occupational Safety and Health Administration (OSHA) 300 log all verified coronavirus infections found in employees.
  - The OSHA reporting requirements are intended only to record cases caused by conditions or exposures arising in the work environment. As a result, individual factors of the worker’s job functions and location(s) need to be evaluated to determine if it was possible the exposure of the virus was directly linked to their work activities. Given the complicated nature of this type evaluation, it is recommended employers retain legal counsel familiar with the OSHA requirements and record-keeping rules.