



COVID-19 in the Workplace

Suggested Guidelines for Employer Response

We're sorry to hear you have a confirmed case of COVID-19 in your workplace. While the recommended steps below are based on the CDC and other guidance, it's ultimately your decision as an employer as to how to react in the best interest of your employees and customers. You may also wish to consult legal counsel with specific questions. Please let us know how we can help support you.

Suggested Action Steps

If an employee (or contractor) informs you—their employer—they have been diagnosed with COVID-19, what are the right actions to take?

1. Provide resources to the affected employee, which may include:
 - Thanking them for reporting it to you and assure them you will treat their medical information with confidentiality.
 - Reinforcing that they should not come to work and informing them of your leave policies, details on pay, etc.
 - Letting them know they can contact the FirstPerson COVID-19 Hotline with any questions about benefits. The Hotline is available Monday through Friday 8:00 am-5:00 pm ET. Call (855) 978-6677 or email at COVID19@firstpersonadvisors.com.
 - Providing the CDC Guidance on “what to do if you are sick,” which is a great resource for individuals.
 - Letting the employee know they should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

2. Tell your organization or specific location where the affected employee works. Below a sample communication.

Hello [team],

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform [human resources] at [contact information] and contact your healthcare provider. [Organization name] will keep all medical information confidential and will only disclose it on a need-to-know basis.

We are taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

- [Describe the measures taken, such as disinfecting workspaces, offering telework, closing the physical office, etc.]

If you have any questions about how to access care or your benefits during this time, please contact the FirstPerson **COVID-19 Hotline**, Monday through Friday 8:00 am-5:00 pm ET. Call **(855)978-6677** or email at **COVID19@firstpersonadvisors.com**.

Again, if you are feeling any symptoms, please do not come into work [insert leave policy] and contact your physician.

[Closing.]

3. Implement enhanced cleaning and disinfecting for rooms or areas where the affected employee has visited. View the CDC guidelines [here](#).

Please review any specific questions on individual situations with your legal counsel.

Addendum

Below is additional guidance from the Indiana State Health Department for those who have come in contact with an individual who has COVID-19. Please note that while you can provide this information to your employees, you must protect the confidentiality of the affected employee.

If you have come into contact with an individual who has COVID-19, **the Indiana State Health Department requires that you self-quarantine at home for 14 days and monitor yourself for fever, cough and other symptoms.**

This will help protect the public by preventing exposure to people who have or may have a contagious disease. Self-quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Please adhere to the following:

- Stay at home and separate yourself, remaining more than 6 feet from others and limiting contact with others for 14 days.
- Take your temperature twice a day and remain alert for respiratory symptoms like cough or difficulty breathing.
- If you develop a measured fever (100.4 degrees F or higher), cough, or difficulty breathing during this period, you should seek advice by telephone from a healthcare provider or your local health department to determine whether medical evaluation is needed.