**PROCESS FOR MANAGING COVID-19 AT CHABASO BAKERY**

Scenarios:

**1.** If an employee is having symptoms of COVID19 or has come in contact with someone who has (whether tested positive or not)

**What action should they take**?

Employee should notify their immediate supervisor, HR representative, or CEO. Employee must stay home, contact medical provider.

**What actions should we take?**

* HR representative will contact the employee directly and gather additional information
* HR representative will ask the employee the following COVID-19 questionnaire:
  + When did you first feel symptoms?
  + What symptoms are you currently experiencing?
  + Are you able to take your temperature? Is it elevated?
  + When was your last date that you worked?
  + Have you been in contact with any other employees since then?
  + Do you have an idea of where you could have been infected?
  + What places besides work do you frequent?
  + Are there any other Chabaso employees living in your household?
* Additional YES/NO questionnaire:

If you were at work the 48 hours before feeling symptoms, do you remember being in close contact with any employee?

“In Close Contact” is defined as - less than 6 feet away for one minute or more.

1. Eating at the same table In the cafeteria
2. Locker-room or Bathroom
3. Parking Lot
4. Hallway
5. Entrance
6. Out of work (socializing , visiting in someone’s house)
7. Other

* If employee responds YES to any of the above, identify the name of the closely in contact employees
* These employees will be contacted individually by the human resources representative who will advise them of the **possibility of** coming in contact with contagion or infection and have them self-check and monitor their symptoms.
* If the employee who is having symptoms of COVID-19 is confirmed tested positive, the closely in contact employees will be contacted by HR representative and advise them to stay home and monitor their symptoms and follow up with their medical provider.
* HR representative will notify the immediate Supervisor and CEO via telephone of the possible risk **OR** the confirmed case of COVID-19
* If a there is a positive confirmed case of COVID-19, a communication will be sent out to ALL employees of the identified positive case, without disclosing confidential details of the employee and to honor his/her privacy.
* This communication will be conveyed in person to employees by either the CEO, manager or supervisor.
* Sanitation department will clean and sanitize all necessary areas.
* Quoting the FDA “Food production/processing facilities/farms need to follow protocols, including cleaning protocols, set by local and state health departments, which may vary depending on the amount of community spread of COVID-19 in a given area. These decisions will be based on public health risk of person-to-person transmission – not based on food safety.”
* HR representative will follow up with employee(s) every 5 days up to 14 days to monitor the status of their condition.

**3.** If an employee tests positive for COVID- 19

**What actions should they take?**

Employee should seek needed medical attention, notify immediate supervisor, HR rep, or CEO. Self- quarantine and follow current CDC recommendations.

**What should we inform the employee of?**

Paid sick leave, testing sites, and return to work process (See Below).

**What actions do we need to take?** Same steps as scenario 2, plus the following:

* A communication will be sent out to employees of the identified positive case, without disclosing confidential details of the employee, to honor his/her privacy.
* This communication will be conveyed orally to employees by either the CEO, manager or supervisor.

4. **If** an employee calls out sick, and later obtains a negative COVID-19 test

**What actions should they take?**

Employee should notify immediate supervisor, HR representative, or CEO.

**What actions should we take?**

* HR representative will contact the employee directly and gather additional information and paperwork.
* HR representative will notify via email the specific Supervisor and CEO, to inform them when the Chabaso employee may safely return to work.

“This situation is fluid and unprecedented. HR will continue to revise as deemed necessary.”

**RETURN TO WORK AFTER COVID-19**

People with COVID-19 who have stayed isolated at home can return to work after ALL of the following conditions have been met and confirmed with HR representative:

* Employee provides doctor’s note indicating that they are cleared to return to work
* Employee has had **NO** fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
* Other symptoms of Covid 19 have improved (for example, when your cough or shortness of breath has improved)
* At least 7 days have passed since your symptoms first appeared.
* Employee goes through a phone screening conducted by the HR representative

HR representative will notify via email the specific Supervisor and CEO, to inform them when the Chabaso employee may safely return to work.

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