

COVID-19 Workplace Response Checklist

Purpose: Guidance for a suspected or confirmed to have COVID-19 infection in the workplace.

STEP 1: If notified that an employee is being tested for COVID-19. Information Required to make accurate response plan:	
Date/Time last at work	
Date/Time of Symptom Onset:	
Date/Time Tested:	
Date/Time of Results are expected:	
STEP 2: Risk Assessment:	
a. Any travel in the last 14 days?	YES / NO
b. Any close contact with COVID-19 case in the last 14 days?	YES / NO
NOTE: If yes to either question, have the employee complete a close contact trace report per guidance provided in EOC Directive 004. If not to both, risk is low.	
STEP 3: Workplace response:	
a. Notify those in the immediate work area that a fellow employee is being tested but with current mitigations in place it is safe to continue.	
b. Remind staff that close contact is the primary concern, and is defined as: Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; the current recommended threshold is 15 minutes.	
c. Remind staff to continue disinfecting procedures; refer to EOC Directive 002.	
STEP 4: If test results are positive:	
a. Notify staff in the immediate work area of the test results. With continued practice of increased disinfecting procedures and social distancing, work is safe to continue which will help prevent and reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.	
b. Notify JBPHH EOC at JBPHH-EOC-INFOCELL@navy.mil with Command/Unit Name, Member's DoD ID Number, and location (i.e. bldg.#).	
c. Immediately initiate contact tracing per EOC Directive 004. Trace efforts will be supported by medical, but workplace initiation of contacts will reduce lead time in identifying potential workplace impacts. Medical tracing leads for the Navy can be reached at 808-473-1880, ext 9-1348. Medical tracing leads for the Air Force can be reached at 808-448-6272.	
d. Conduct workplace cleaning per EOC Directive 002.	