



City of Detroit

Employee Handout (COVID-19 EXPOSURE)

I THINK I WAS EXPOSED OR I FEEL SICK. WHAT SHOULD I DO?

- SLOWDOWN, TAKE A BREATH DON'T PANIC
- DO NOT COME TO WORK, AND COMPLETE THE DAILY SCREENING
- STAY IN QUARANTINE
- NOTIFY YOUR IMMEDIATE SUPERVISOR
- THE CITY CAN ARRANGE TESTING AS INDICATED

Each exposure is different, and your plan will vary.

- **High risk:** around a positive person for more than 15 minutes without PPE, you are in closed contact. *Ex: You're at a social gathering - talking within 6 feet - sharing items and hugging; not wearing masks in contact with others.*
- **Moderate risk:** around a positive person for more than 15 minutes wearing PPE. *Ex: You're in the same workplace, 6 feet apart, still wearing your mask.*
- **Lower risk:** around a positive person for more than 15 minutes outside while wearing PPE and social distancing. *Ex: Hosting a meeting outside, social distanced.*

Determine when your family member, friend, co-worker started experiencing symptoms and obtain names and telephone numbers. Ask questions including: When were you last together; did they have a cough, did their chest hurt or do they think they had a fever? Find out if they had a positive test with no symptoms. Share all information with your HR Consultant.

**HR¹ will reach out to you for next steps.
You will need a NEGATIVE test prior to returning to work.**

WHEN SHOULD I GET TESTED AFTER BEING EXPOSED, AND WHAT SHOULD I EXPECT FROM MY TEST?

- **STEP 1: Someone from HR will be contacting you to schedule a test.**
You will have a 15-minute rapid test. You will receive an email and text confirmation for your 15-minute test including date and time of your appointment, along with the address and directions on where to park as soon as you are scheduled.
- **STEP 2 (NEGATIVE):**
Depending on your risk exposure, if you test negative you will still be in quarantine for 14-days after your exposure. Quarantine lasts for 14 days after exposure, and the full timeframe must be adhered to unless advised by a doctor.
- **STEP 2 (POSITIVE): You will also hear from your local health department.**
Symptoms: You will be in isolation for at least 10 days and must be symptom free for 24 hours, then you will retest.
- **No Symptoms:** You will retest in 7 days.
- **Either way, you need to notify your close contacts.**

WHAT STEPS CAN I TAKE TO PROTECT MYSELF?

Be aware of the signs and symptoms of COVID- (fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).

- **STEP 1:** Always wear your PPE (e.g., masks, face shields or gaiter, disposable gloves) and wash your hands.
- **STEP 2:** Ask your family and friends if they've been exposed or if they are awaiting test results.
- **STEP 3:** Practice social distancing
- **STEP 4:** Travel with a COVID kit in your car

***Isolation** - Separates sick people with a contagious disease from those who are not sick. The purpose is to keep someone who is infected with the virus away from others, including those in their home.*

WHO SHOULD ISOLATE?

- Those who have COVID-19 (positive test and symptoms, or suspicious symptoms)
- Those who have no symptoms (asymptomatic) but have tested positive for COVID-19
- Isolate yourself according to the time frame suggested by the CDC

Steps to take while in isolation:

- Stay home except to get medical care
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items like cups, towels, and utensils
- Wear a mask if you must be around other people

***Quarantine** - Separates and restricts the movement of people who were exposed to the virus to monitor if they become sick. The purpose is to keep someone who has a higher probability of contracting the virus from possibly and unknowingly spreading the virus to others. Quarantine lasts for at least 7 days after exposure, and the full prescribed quarantine period must be adhered to, unless advised by a medical provider in writing.*

WHO SHOULD QUARANTINE?

- People who have been in **high-risk close contact** with someone who is COVID-19 positive for more than 15 minutes while wearing no mask
- People who may be displaying severe COVID-19 symptoms, but tested negative

WHAT IS HIGH RISK CLOSE CONTACT?

- Contact within 6 feet of someone for at least 15 minutes who has COVID-19 while wearing no PPE
- Sharing a home with someone who has COVID-19, where isolation is not possible

Steps to take while in quarantine:

- Stay home and monitor your health
- Watch for symptoms (e.g., fever [+100.4°F or higher], cough, shortness of breath, etc.)
- Follow up with your doctor if you have symptoms
- Sanitize doorknobs, cabinet handles, light switches, etc.

Stay away from others, especially those who are at higher risk for getting extremely sick from COVID-19.

Contact your supervisor to discuss telework options while in quarantine or isolation. Or if your job does not allow telework, contact the Leave Administrator.