

# COVID-19 SITUATIONAL RESPONSE MATRIX

Questions to Ask Employees			
High Risk: CONFIRMED COVID-19 Case	High Risk: PRESUMED COVID-19 Case	Medium Risk	Low Risk
Employee tests positive for COVID-19	If there is a presence of any COVID-19 symptoms such as cough or shortness of breath.  Or at least two of these symptoms:  Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.	Employee had prolonged contact with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms. The contact was without barriers within 6 feet proximity for more than 15 consecutive minutes.	<ul style="list-style-type: none"> <li>➤ Employee had no physical contact, no prolonged interaction (less than 15 consecutive minutes) within less than 6 feet, with an employee with COVID-19-like symptoms, OR</li> <li>➤ Employee had contact that is 2 or more instances removed (someone who was in contact with someone who was in contact with someone). Contact may be momentary, or with more than 6 feet of physical separation.</li> </ul>
<p style="text-align: center;"><b><u>QUESTIONS TO ASK EMPLOYEE</u></b></p> Supervisor will ask the following: <ol style="list-style-type: none"> <li>1. When did symptoms begin?</li> <li>2. Can you determine where/when you may have been exposed to COVID-19? Were either employees, students, or vendors/visitors involved?</li> <li>3. During the 14 days prior to the start of your symptoms, where did you go within our workplace and what tools, equipment or vehicles did you use?</li> <li>4. During the 14 days prior to the start of your symptoms, where did work elsewhere (at another organization's site)?</li> <li>5. Have you been self-isolating?</li> <li>6. Have you been practicing frequent hand-hygiene while at work?</li> <li>7. Have you been practicing 6-foot social distancing while at work?</li> <li>8. While at work, who have you spent prolonged time with in an indoor/enclosed area, with less than 6-feet?</li> <li>9. Where, specifically, did these interactions occur and for how long?</li> <li>10. When, specifically, did these prolonged interactions occur?</li> </ol>	<p style="text-align: center;"><b><u>QUESTIONS TO ASK EMPLOYEE</u></b></p> Supervisor will ask the following: <ol style="list-style-type: none"> <li>1. When did symptoms begin?</li> <li>2. Can you determine where/when you may have been exposed to COVID-19? Were either employees, students, or vendors/visitors involved?</li> <li>3. During the 14 days prior to the start of your symptoms, where did you go within our workplace and what tools, equipment or vehicles did you use?</li> <li>4. During the 14 days prior to the start of your symptoms, where did work elsewhere (at another organization's site)?</li> <li>5. Have you been self-isolating?</li> <li>6. Have you been practicing frequent hand-hygiene while at work?</li> <li>7. Have you been practicing 6-foot social distancing while at work?</li> <li>8. While at work, who have you spent prolonged time with in an indoor/enclosed area, with less than 6-feet?</li> <li>9. Where, specifically, did these interactions occur and for how long?</li> <li>10. When, specifically, did these prolonged interactions occur?</li> </ol>	<p style="text-align: center;"><b><u>QUESTIONS TO ASK EMPLOYEE</u></b></p> Supervisor will ask the following: <ol style="list-style-type: none"> <li>1. Can you determine where/when you may have been exposed to COVID-19? Who?</li> <li>2. Have you been practicing frequent hand-hygiene while at work?</li> <li>3. Have you been practicing 6-foot social distancing while at work?</li> <li>4. While at work, who have you spent prolonged time with in an indoor/enclosed area, with less than 6-feet of social distancing?</li> <li>5. Where, specifically, did these interactions occur and for how long?</li> <li>6. When, specifically, did these prolonged interactions occur?</li> </ol>	<ol style="list-style-type: none"> <li>1. Supervisor will notify employee to self-monitor for COVID-19 symptoms including, cough, fever or shortness of breath.</li> <li>2. If symptoms arise, or there is a positive COVID-19 test result, proceed according to the supervisor accountabilities for Medium or High-Risk cases.</li> </ol>

Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Created by Delta College