

**Checklist for Assisting Infected Employee – COVID-19**

In the event an employee at work reports that they believe they are experiencing symptoms of COVID-19 infection the following steps should be taken.

- Provide the employee with a mask or face covering to reduce droplet spread when talking or coughing. Employees assisting the infected employee should be kept to a minimum and must also wear face masks to reduce risk of infection.
- Maintain minimum 6-foot distance between infected employee and others. Minimize worker interaction only to those employees necessary to process the employee out of the work area and to a safe area for evaluation.
- Evaluate the employee to determine whether emergency services need to be called. The following signs and symptoms are indicative of a serious infection. **Immediate Medical Attention** should be requested for anyone experiencing these signs and symptoms:
  - Difficulty breathing or shortness of breath in severe cases
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face due to breathing difficulty

**Call emergency medical services (911) for any medical emergency:** When calling, notify the operator that the emergency may be COVID-19 related. Have the patient don a facemask or face covering before medical help arrives.
- Make note of employee information, date and time of day, and area in which the employee was working.  
Employee Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Work Area: \_\_\_\_\_
- When information is obtained, the employee may be released to return home. If necessary, assist the employee to their vehicle or in obtaining transportation. In no case should the employee be allowed to drive if in obvious distress. If employee is in medical distress, call emergency services. If the employee is showing signs of anxiety or other psychological distress, arrangements should be made for a family member to pick them up.
- Advise the employee to seek medical attention for medical evaluation and treatment and provide them with the CDC Guidelines for COVID-19 Infection guidance document informing them of the actions they should take until they are free of symptoms of infection.
- Identify all employees in the area who were working in close proximity (less than six feet) to the infected employee and record their names for future monitoring. Inform them of their possible exposure and review the signs and symptoms of COVID-19 infection with them. Advise them to seek medical advice and testing to rule out infection. (attach additional sheets if necessary)
 

**Affected Employees:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_
- Stop work in the area in which the infected employee was working until the area can be sanitized. In most cases the virus will die within seventy-two (72) hours but sanitizing measures should still be exercised, especially on commonly touched surfaces. Special attention should be focused on the tools, equipment, controls, etc. that the employee was using or was likely to have used.