



## **City of Asheville**

### **Response to Positive COVID Case or Symptomatic Individual**

This document is being provided as guidance related to a response to employees or the public who may have been exposed to a person who is symptomatic or has tested positive for COVID-19 or has displayed symptoms while in the workplace. This is only guidance and may not be fully comprehensive of all situations which may occur. In all cases, Employee Health Services should be consulted for questions related to proper response and to document the occurrence of potentially affected individuals.

#### **Employee Responsibility**

1. Stay home if you are feeling at all symptomatic (fever, cough, short of breath, headache, body aches, chills/sweats, diarrhea, vomiting, loss of taste or loss of smell).
2. Notify your supervisor of your situation.
3. Call Health Services at 828-259-5693. They will work with you to determine next steps.

#### **Supervisor Responsibility**

1. Follow up with Health Services to discuss the situation and the expected response.
2. Health Services will help determine if any other employees were exposed and/or need to quarantine at home.
  - a. Co-workers are not considered exposed if they were following the practices of social distancing and/or wearing a mask, and if the time of exposure is less than 15 minutes.
  - b. If proper hygiene and precautions have been taken, being in the presence of a symptomatic employee or an employee who tests positive is not automatically determined to be exposure or a requirement that staff be sent home.

#### **Building Cleaning**

1. Routine cleaning of City facilities is done according to current CDC guidelines.
2. Routine cleaning will continue and is sufficient to disinfect areas where possible or confirmed COVID individuals have been.
3. The City of Asheville has resources to do additional cleaning and disinfection. The need to use this additional cleaning will be evaluated by the symptomatic/positive employee's supervisor and determined on a case by case basis.
  - a. Purchasing can assist with the coordination of additional cleaning/disinfection services through our contracted vendor if additional cleaning is determined to be required.