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To initiate a close contact investigation:

- Review form submitted by local manager.
- Interview employee to gather information regarding his/her movements within the facility and potential direct contact with co-workers.
- Assess movement and contacts to determine risk level to others.
- Identify employees who should exercise self-quarantine.
- Notify local manager of employees being recommended to self-quarantine.
- Employees should then be placed on Emergency Paid Sick leave according to Families First Coronavirus Response Act guidelines.
- If Emergency Paid Sick Leave has been exhausted, the employee will be placed on Administrative Leave.
- OHNA/OHN will contact Public Health Department.
- Public Health Department will conduct Close Contact Investigation for non-postal close contact

Changes made to 10-28 Version page 3

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- Employees should then be placed on Administrative Leave. If the close contact determination arose outside of the facility, consult with your HR Department for guidance related to leave.
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1-1-2021 version page 3--Final

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