



## State of Alaska Department of Administration COVID-19 Notification Plan

This document will be updated as information regarding COVID-19 is updated by the CDC and Department of Health and Social Services (DHSS). Please utilize the following steps when an employee meets any criteria below:

- a) The employee currently exhibits COVID-19 symptoms<sup>1</sup>;
  - b) The employee has reason to believe they have been exposed to COVID-19 (within a 24 hour period, the employee spent 15 minutes or more within 6 feet of someone who has tested positive for COVID) based on [CDC guidance](#);
  - c) The employee has been informed of a positive test result of an individual with whom they have had recent close contact (within a 24-hour period, spent 15 minutes or more within 6 feet); or
  - d) The employee has been contacted by contract tracers as having had a confirmed exposure to a person who has tested positive for COVID.
1. The employee with symptoms, positive test, confirmed exposure, or reasonable belief they have been exposed must put on a mask and socially distance from others immediately.
  2. Mitigate the exposure to others by immediately sending the employee home for self-quarantine.
  3. For employees who have been in close contact (within a 24 hour period, spent 15 minutes or more within 6 feet of someone who has tested positive for COVID) but have not been tested, request that they be tested ASAP. Request that the employee who was tested notify the division designee of the results ASAP after receiving them. Provide employee with after-hours contact information for the division designee. Note: the employee is not required to be tested.

**Important:** Department officials cannot share the name of the employee who tested positive, has symptoms, or has been exposed with other staff in the office. The employer is required to maintain employee confidentiality under privacy law. Note: this does not apply to sharing information with appropriate DHSS officials for purposes of contact tracing.

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<sup>1</sup> Symptoms of COVID-19 include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. [CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>]

4. In non-congregate State workplace settings,<sup>2</sup> unless otherwise directed by DHSS, it is unnecessary for the employer to notify employees that someone in the office, section, building, etc. has tested positive for COVID-19. DOA office buildings are non-congregate workplace settings as defined by DHSS, and therefore notification of other employees is unnecessary.
5. Conduct high-touch cleaning of the suite(s) and floor(s) ASAP and subsequent deep cleaning of workspace if used by a person that tests positive or has a confirmed exposure. Use an [EPA-approved cleaning product](#) for disinfecting COVID-19 (e.g., hydrogen peroxide, bleach wipes, etc.).
6. Division director or designee should be prepared to draft a statement to send to employees who reach out with questions. This statement is also intended for other employees who may have questions. This statement should be simple and consistent and comply with the following standards:
  - a) Reinforce employment and medical information confidentiality requirements,
  - b) Explain that any “close contacts” with an individual who tests positive will be individually contacted by a public health official,
  - c) Assure employees that the space has been cleaned using an EPA-approved cleaning product for disinfecting COVID-19.
  - d) Remind employees that they must remain diligent about workplace safety protocols (e.g. mask wearing, frequently washing hands, social distancing, etc.) and protocols for monitoring their own health for potential symptoms,
  - e) Direct employees to <http://dhss.alaska.gov/dph/epi/id/Pages/COVID-19/default.aspx> for general information, and
  - f) Provide HR contact info if employees have questions.
7. Once test results are received by the division designee, notify the Commissioner’s Office, HR, and Building Management if the results are positive.
8. Division director or local supervisor should check in with the employee frequently to determine how they are doing.
9. **Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue quarantine and return to the worksite after communicating with their supervisor under the following conditions:
  - At least 10 days\* have passed since symptom onset **and**
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
  - Other symptoms have improved.

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<sup>2</sup> A non-congregate is a non-residential environment where people are not in regular close contact for an extended period of time.

\*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See [Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings \(Interim Guidance\)](#).

**Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms** may discontinue isolation and other precautions and return to the worksite after communicating with their supervisor 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

10. Persons who have had a confirmed exposure to COVID-19 (within 14 hour period, have been within 6 feet for 15 minutes of a person who has tested positive) must telework or use COVID leave until 14 days have passed with no symptoms\*.

\*[CDC recommends](#) 14 days of quarantine **after exposure** based on the time it takes to develop illness if infected.

Updated 11/12/2020