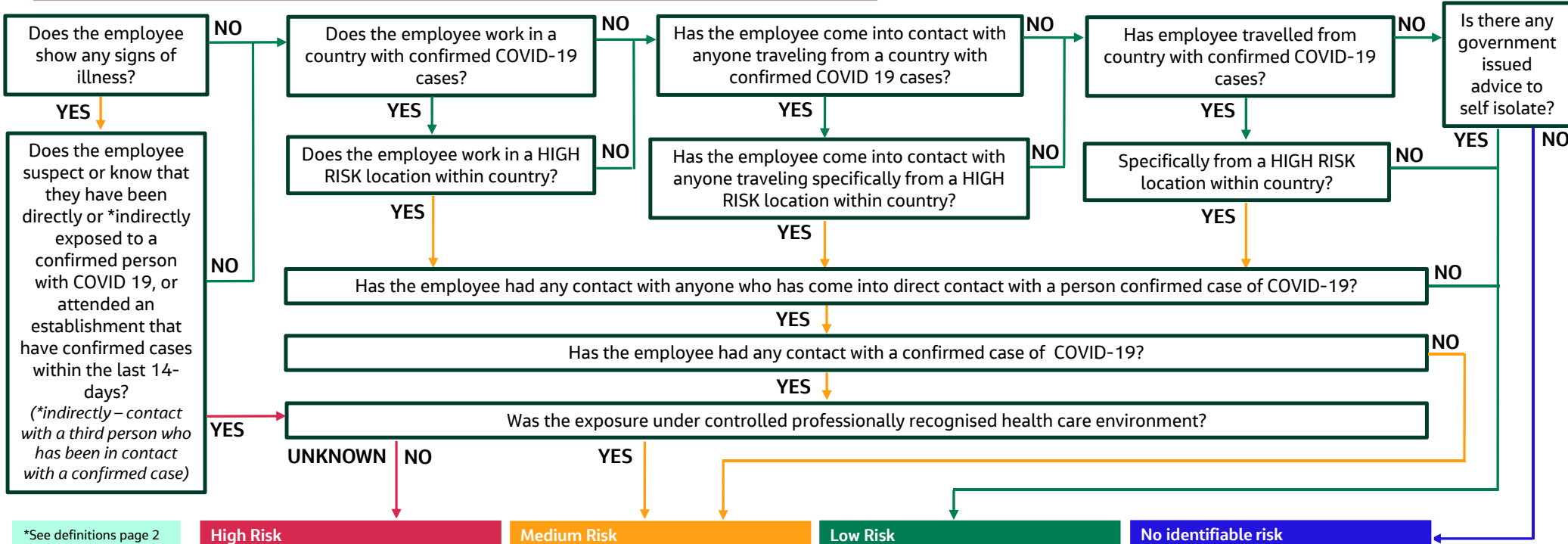


# General Management Decision Process

At all times an employee who feels sick, should stay at home and seek medical advice – informing their Manager

Each question refers to within the past 14 days prior to assessment and recommendations apply until 14 days after the exposure event.



\*See definitions page 2

	High Risk	Medium Risk	Low Risk	No identifiable risk	HIGH RISK location – a place within country under quarantine
<b>Actions for people without symptoms consistent with COVID-19</b>	Quarantine - under authority guidance; isolation - no external activities, daily active monitoring until cleared - notify Line Manager – <b>Consideration for Office Closure</b>	Self isolation – follow any government guidance - Stay home; active self-monitoring; recommend not to travel – seek medical advice - notify Line Manager	Consider self isolation – follow any government guidance – avoid touch contact – controlled travel - consider seeking health advice – discuss with Manager	None - continue normal routines –mindful of good hygiene practice	
<b>Actions for people with symptoms consistent with COVID-19 (other)</b>	Quarantine - under medical evaluation controlled by health authority - notify Line Manager <b>Strong Consideration for Office Closure - elevate consideration</b>	Immediate self isolation; medical evaluation guided by *PUI definition; pre-notify healthcare services; no travel - notify Line Manager	Self isolation - follow any government guidance - stay home from work or school, avoid contact with others, do not travel - seek medical advice - notify Line Manager	Stay home - seek medical advice - self monitoring - notify Line Manager	

# Definitions:

- **High Risk** - Countries with cases and established quarantined areas within - Traveled from location identified by Jacobs as a High Risk; Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection *without using recommended precautions* for [home care](#) and [home isolation](#)
- **Medium Risk** – Direct or indirect (via additional person who has had direct) contact with a person with symptomatic laboratory-confirmed COVID-19 infection, and not having any exposures that meet a high-risk definition; Living in the same household as, an intimate partner of, or caring for a person in a home setting to a person with symptomatic laboratory-confirmed COVID-19 infection *while consistently using recommended precautions* for [home care](#) and [home isolation](#)
- **Low Risk** - Being in the same country where cases exits and/or indoor environment (e.g., a meeting room, airplane or public place greater than 6 feet/2 meters) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact **AND** not having any exposures that meet a medium- or a high-risk definition.
- **No Identifiable Risk** – Interactions with a person with symptomatic laboratory – confirmed COVID-19 infections that do not meet any of the high, medium, or low-risk conditions, such as walking by the person briefly in the same room.
- **Quarantine** – Involuntary separation of person(s) reasonably believed to have been exposed but not yet symptomatic from others who have not been exposed to prevent the possible spread of the disease.
- **Self-Isolation** – Voluntary or compelled by an order separation of person(s) known or reasonably believed to be infected, away from others who have not been exposed to prevent the possible spread of the disease.
- **Active monitoring** – A health authority assumes responsibility for establishing regular communications with potentially exposed person(s) to assess for symptoms. For High Risk exposures, CDC recommends at least daily.
- **Self-monitoring** – Person(s) are to monitor themselves for fever by use of thermometer twice a day and remain alert for cough or difficulty breathing. Anyone doing self-monitoring should have a plan of whom to contact if they develop fever or symptoms to determine whether medical evaluation is needed.
- **Person Under Investigation (PUI)** - Meet the symptomatic criteria and are awaiting results of COVID-19 testing.
- **Indirectly** – contact with a third person who has been in contact with a confirmed case

## Examples

- **High** – Ahmed’s brother who he lives with has been diagnosed with COVID 19, but he shows no symptoms
- **High** – Layne has a fever and has just recently travelled from a High Risk location.
- **Medium** – Nibedita visited her infected Aunty this week in hospital, under health care supervision. Nibedita does not live with her Aunty and had not previously seen for over a month.
- **Medium** - Sarah’s son goes on school trip, a school pupil in his group is confirmed as being infected with COVID 19, but Sarah and her son show no symptoms.
- **Medium** – Wang works in a client office and the company has just shut down the office due to a concern over a suspected COVID 19 case.
- **Medium** – Salma recently traveled back from Southern Italy, where there are HIGH RISK location but in the North, however she appears to have flu like symptoms.
- **Low** – Bob travels back from Switzerland where there are some cases, but from the south where no cases exist.
- **No identifiable risk** – Keith has not travelled in the last month and is in the South of the US where no cases exist.