

COVID-19 Exposure Policy

The objective of this policy is to prevent exposure of the NMUCC workforce to the COVID-19 virus and to preserve the confidentiality of any individual infected by or exposed to COVID-19.

This policy applies to the following circumstances:

- An employee has tested positive for COVID-19;
- An employee has a suspected but unconfirmed case of COVID-19;
- An employee has come into contact with an individual who has a presumptively positive case¹ of COVID-19; and/or
- It is reported to Human Resources that a tenant employee or a visitor to 700 Prospect Ave. or the Washington D.C. office (collectively “work-related individuals”) has a presumptively positive case of COVID-19.

1. All employees who become ill at work with COVID-19 symptoms must notify their supervisor and remain at home until they have a note from their doctor to return to work.
2. All employees who, while outside of work, begin experiencing symptoms, are exposed to someone exhibiting symptoms, or test positive for COVID-19 must contact the Director of Human Resources and not return to 700 Prospect Ave. or the Washington, D.C. office until they have a note from their doctor to return to work.
3. If an employee tests positive for COVID-19, has a suspected but unconfirmed case of COVID-19, or self-reports in accordance with Paragraph 2 of this policy that they have come into contact with an individual with a presumptively positive case of COVID-19 (collectively, “infected employee”), the following protocol will apply:

- The employee will be sent home immediately and asked not to return to work until they have a note from their doctor to return to work.
- In the case of a positive test for COVID-19, the local health department will be notified and guidance followed.
- The employee will be asked by the Director of Human Resources to identify all employees and other work-related individuals who worked in close proximity with them in the previous 14 days.
- Those identified employees will also be sent home for 14 days, and if they begin experiencing symptoms of COVID-19 may not return to work until they have a note from their doctor to return to work.
 - Those identified employees WILL NOT be told the identity of the infected employee.
 - Those identified employees will be notified of the actual status of the infected employee: positive test, suspected but unconfirmed, or exposure to presumptively positive case.

¹ “Presumptively positive” should be interpreted broadly and generally means that the individual was exposed to and is now exhibiting symptoms of the virus, and may also mean that the individual presented with visible symptoms of the virus even if previous exposure cannot be determined.

- The Director of Human Resources will notify the employers of identified work-related individuals of the exposure to the infected employee. In some cases, the Director of Human Resources may need to contact a work-related individual directly (if, for example, that individual is not a tenant employee).
- The affected workspaces will be deep cleaned and sanitized.