COVID Post-Exposure Checklist

Below is a quick checklist to complete IMMEDIATELY after a facility has been exposure to an employee who has COVID. More guidance on processes, disinfectant materials and notifications can be found on the COVID-19 Resources for Organizations page.

Date of Exposure:

Date Completing Checklist:

Site Location:

☐ **Notify Supervisor** immediately of exposure

☐ **Isolate affected staff member.** Staff member should be sent home immediately. Notify staff that they will receive call from HR and/or Medical Leadership on additional steps.

☐ **Immediately remove** other staff/patients from contaminated area (staff are not allowed back into the area until decontamination has been completed).

☐ **Inform staff** that Supervisor will be in contact with them shorty to discuss details about potential exposure.

☐ **Follow and complete** [COVID Post-Exposure Decontamination Checklist Form](#). Make sure to wear proper PPE and use List N disinfectants when performing cleaning.

☐ **Email** the Post-Exposure Decontamination form to the **Supervisor**.

☐ **Review** [COVID-19 Environmental Infection Control Toolkit](#) for directions on following routine cleaning and disinfection procedures and social distancing guidelines.

☐ **Notify Housekeeping** of exposure by documenting areas that need special attention.