Response Protocol for a Positive COVID-19 Test at Vermont Foodbank

This guidance plan provides direction on how to effectively react when a staff member or volunteer reports they have a confirmed case of COVID-19. A confirmed case should be immediately reported to the Chief Operations Officer and Director of Equity, People & Culture. In conjunction with the COVID-19 Task Force, they will partner to carry out the actions outlined below.

1. The Director of Equity, People & Culture (or the Chief Operations Officer if EPeC is unavailable) conducts an interview with the person confirmed with the case of COVID-19 over the phone. Obtain the following information:
   - When did you first start feeling sick?
   - What was your schedule for the past 2 weeks (or period recommended by the local health department) prior to feeling sick?
   - During that time frame:
     - What meetings did you attend?
     - What areas of the facility were you in?
     - Which of your coworkers have you had the most contact with?
     - Have you had contact with any external stakeholders (volunteers)? If so, who?
     - Have you traveled for work? If so, where?
     - Did you handle or sort food products in the past two weeks?

2. Notify your local health department of the confirmed case (if they haven’t already) and follow any special instructions for operations, closure if ordered, and deep cleaning/sanitizing. 2-1-1 is currently the best way to reach a VT Health department official (Jason confirms).
   - Consult with the local health department on what actions are required with the workers who were in close contact with the COVID-19 positive worker.
   - Consult with the local health department regarding the actions related to close contact and if any action is required with food and non-food items in the facility and products distributed over the past 2 weeks.

3. Following the advice of the local health department, and depending on where the person worked in the facility, a portion of or the entire facility may need to be temporarily shut down to deep clean and sanitize all areas that may have been affected. The length of closure will depend on the degree of contact.
   - Contact outside cleaning service to clean-sanitize-disinfect affected areas within the facility following facility cleaning program procedures. F & N Facility Services, Attn: Jack Fahey, 10 Commerce Park North, Suite 108, Bedford, NH, 03110, 603-581-2297 o, 603-490-3857 c.
   - Follow the CDC Cleaning and Disinfection for Community Facilities.
   - Provide broad communication to notify staff and volunteers that may have had contact with the worker that a person with a confirmed case of COVID-19 was at the facility. Detail the event along with actions taken to safeguard staff, volunteers, food recipients, and food/non-food products. (Working with Allison, Nicole to create for Board, Staff, Volunteers, NPs via email, website, phone)

4. Following the facility deep clean, the business can reopen for operation after approval by the local public health department.

5. The individual that had confirmed COVID-19 should not return to work until the criteria to discontinue home isolation has been met, in consultation with healthcare providers and state and local health departments.
VTGRA published guidelines for return to work in the absence of a doctor’s note due to an overwhelmed healthcare system.

- Employees can return to work at least 72 hours after fever and symptoms have stopped; and at least 7 days have passed since symptoms first appeared. CDC guidance on symptoms is here.
- Employees who have come in close proximity to someone diagnosed with COVID-19 should self-isolate for 14 days. Those individuals can return to work if they do not exhibit symptoms upon completion of the 14 days.

In addition, the CDC has issued Interim Guidance for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COV-19.

6. After each positive test and implementation of these procedures, an after action review should take place by the COVID-19 Task Force to make any updates or changes based on new information and best practice.