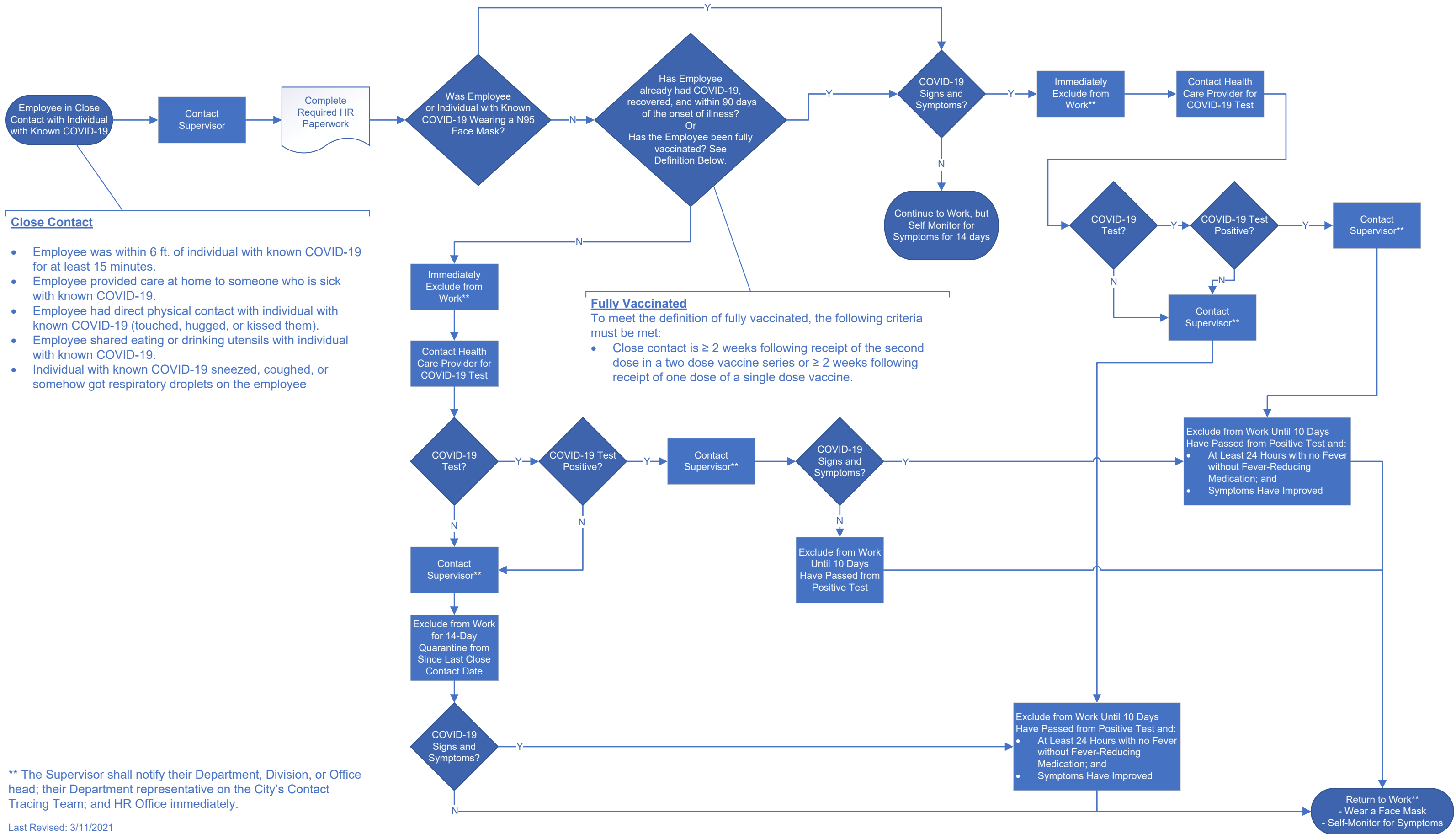


# EMPLOYEE IN CLOSE CONTACT WITH INDIVIDUAL WITH KNOWN COVID-19

## PROCESS MAP



- Close Contact**
- Employee was within 6 ft. of individual with known COVID-19 for at least 15 minutes.
  - Employee provided care at home to someone who is sick with known COVID-19.
  - Employee had direct physical contact with individual with known COVID-19 (touched, hugged, or kissed them).
  - Employee shared eating or drinking utensils with individual with known COVID-19.
  - Individual with known COVID-19 sneezed, coughed, or somehow got respiratory droplets on the employee

**Fully Vaccinated**  
 To meet the definition of fully vaccinated, the following criteria must be met:

- Close contact is ≥ 2 weeks following receipt of the second dose in a two dose vaccine series or ≥ 2 weeks following receipt of one dose of a single dose vaccine.

\*\* The Supervisor shall notify their Department, Division, or Office head; their Department representative on the City's Contact Tracing Team; and HR Office immediately.