

## SOP WHEN WORKER TESTS POSITIVE FOR COVID-19

This SOP details procedures to be used when (i) a worker calls in to inform the facility that he/she has been tested for CoVID-19 and (ii) the worker calls in to report that he or she tested positive for CoVID-19.

Currently any person that has samples taken for a CoVID-19 test will have to be isolated at home and sick policies should make sure this person is **NOT** permitted to work until the test comes back negative (which may take from 1 to 2 days and maybe even longer).

### Procedure

#### Scenarios 1: After being notified that a worker was tested for CoVID-19

1. Inform other workers of the test
2. Consult workers on spots to clean and sanitise
3. Clean and Sanitise worker's workspace in the production area
4. Lock worker's locker and change rooms.
5. Discard all food and cleaning and sanitising interior and exterior of shared refrigerator
6. Clean and Sanitise outside of person's locker and refrigerator
7. Prepare for the possibility that other employees, depending on contact, may require testing quarantined if the tests comes back positive in 24-96 hours. Review employee contact, and prepare for changing shift procedures and responsibilities to account for any short staffing. Reach out alternatives or back-ups if available for employees.

#### Scenarios 2: After the test for CoVID-19 comes back negative

1. Inform other workers of the negative test result
2. Unlock workers locker and provide them with fresh working clothes
3. No further action needed

#### Scenarios 3: After the test for CoVID-19 comes back positive

1. Follow instructions from Local Health Authorities and obtain information on if other workers will have to be tested as well.
2. Assess contacts of the positive worker with other workers: Ask the workers that are frequently in contact with the worker that tested positive to self-assess their health. Measure body temperature with contactless thermometer if possible.
3. Assess risk to the business if all workers have to be tested: There is a chance that all workers will have to be tested for CoVID-19 virus. If they are tested, they cannot come to work for 2 to 3 days until the test is negative. Plan accordingly the production to be able to have sufficient product on stock for this interruption of production. Make a plant to be ready to resume production on the day the test results come back-presumably negative.
4. Quality Control Manager will perform the actions in this SOP, record information and sign off those actions were taken.