



THE DIOCESE OF HOUMA THIBODAUX

OFFICE OF HUMAN RESOURCES & EMPLOYEE BENEFITS

Safe Workplace Protocols for Diocesan Buildings and Church Parishes Updated 8/15/2022

Tested POSITIVE for COVID-19:

- Regardless of vaccination status, if someone tests positive for COVID-19, that person must isolate at home through Day 5. Day 0 is the day of onset of symptoms or test day if asymptomatic.
- If you are asymptomatic and develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset.
- The person may return to the workplace on Day 6 as long as fever free for 24 hours without fever-reducing medication and other symptoms have improved.
- It is recommended that the person wear a face covering while at home in isolation to reduce the spread of the virus. It is **required** to wear a face covering through Day 10 following a positive test while around others.

Identifying Close Contacts:

- **Contact tracing** should be conducted for each case's infectious period beginning 48 hours before a person develops COVID-19 symptoms or 48 hours before a positive test if that person is asymptomatic.
- **Close Contact** is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more within a 24-hr period or having direct physical contact (hugging, kissing, shaking hands, etc.) with an infected person.
- **A list of co-workers who are deemed close contacts must be submitted to HR within 24 hours of a known positive test so they can be notified of possible exposure. You should notify any personal close contacts.**



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Quarantine Guidance when Someone is Exposed to Someone with COVID-19:

- **If exposed to someone with COVID-19 regardless of vaccination status:**
 - You no longer need to quarantine. However,
 - If you develop symptoms, isolate immediately and get tested. Continue to stay home until you know the results.
 - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
 - It is highly recommended to wear a mask for 10 days while around others.
 - It is highly recommended but not required to get tested on Day 5. If positive results, follow guidance for isolation.

COVID-19-related absences:

- All COVID-related absences must be first reported to your direct supervisor and then must be reported to HR using the Report to HR form within 24 hours of positive test or known exposure.
- Employees are required to use paid sick leave when absent from work. If they do not have paid sick leave, they will not be paid for time missed.
- Employees may work from home but it must be approved in advance by the direct supervisor.
- The Return to Work form must be submitted to HR upon return.