



Wine Industry Sample Protocols:

Management of Employees Testing Positive or Presumed Positive for COVID-19

In these challenging times, it is important for wineries and affiliated businesses to be prepared to appropriately respond when a workplace is impacted by the novel coronavirus, or COVID-19. This is one of a series of recommended policies prepared by Wine Institute for use by wineries and affiliated businesses to appropriately respond when their workplace is impacted by cases of COVID-19.

The Centers for Disease Control and Prevention (CDC) and other governmental authorities published guidance on what employers should do to help slow the spread of COVID-19. Below, we summarize CDC's guidelines and other federal agency guidance on what companies should do.

We are aware that some companies will not be able to adopt all recommendations outlined in this document. Please note that the information in this document is relevant to the date on which it was last revised and that employers should confirm that it is still current at the time of use. This document is to be used as guidance only and is an evolving document.

Wineries should have in place policies requiring employees to report illnesses and to refrain from coming to work if they have symptoms, particularly those identified by CDC as characteristic of COVID-19: shortness of breath, coughing, and fever. Recently, several authorities have added other symptoms that may also be present: sore throat, muscle aches (new), acute onset of loss of smell or taste (without other explanation). Employees should be presumed to have COVID-19 in the absence of a physician's diagnosis of another cause or a negative COVID-19 test if they satisfy one of the following two tests: (1) If an employee reports one or more of the primary symptoms above AND has exposure to a known case; or (2) Individuals reporting two or more symptoms with no known exposure history.

The following are strong recommendations generally based on guidance from federal agencies, including CDC, OSHA, and EEOC. In some states and localities, some of these recommendations may be mandatory. Check with local officials for details about their public health emergency orders and requirements.

CDC's guidelines are changing regularly. Consult the guidelines for more details on this subject:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Steps to take if an employee tests positive for COVID-19 or is "presumed positive"

- If an employee is reporting symptoms at work, the employee should be treated as presumed positive. The employer should:
 - Recommend the employee get tested for COVID-19, and
 - Immediately send employee home to self-isolate and follow the "Return to Work" criteria below to determine when the employee is eligible to return to work.
- Permit employee to return to work only if he or she meets the following conditions below.



- At least 7 days have passed since symptoms first appeared, and at least 72 hours have passed since the employee exhibited no symptoms, without the use of fever-reducing medications and the complete absence of respiratory symptoms (e.g., cough, shortness of breath); or
 - The employee has tested negative for COVID-19, following the CDC test-based strategy (at least two consecutive negative tests collected ≥ 24 hours apart from nasopharyngeal swab specimens); or
 - The employee provides a Health Care Provider's (HCP) note that the employee is fit to return to work.
- For employees presumed positive but without a confirmed test and no symptoms
 - Immediately send employee home to self-quarantine for at least 14 days; and
 - Recommend employee get tested for COVID-19; and
 - Permit the employee to return to work if at least 14 days have passed without the development of symptoms; or
 - If symptoms develop during that 14-day quarantine period, treat the employee as presumed positive with symptoms as above and permit employee to return to work following the "Return to Work" criteria above.
- The EEOC acknowledges that new approaches may be necessary due to the possible unavailability of HCPs helping patients during the outbreak and suggests relying on local clinics to certify that the individual is safe to return to work.
- Maintain privacy of employee by not disclosing sick employee's name to others in the workplace.
- The burden to report confirmed cases of coronavirus from the CDC is on health care providers; employers are not required to do so, however, local authorities may mandate reporting of confirmed cases, so check with local authorities if a case is reported. Employers should direct their workers to see their health care provider if they believe that they have any symptoms consistent with COVID-19. Employers should also obtain lists of work-related contacts and follow up with them consistent with the guidance provided regarding "persons tested or presumed positive with COVID-19."
- Make a list of individuals who have been in "close contact" with, or in the same work area as, the ill employee and notify those employees about their potential exposure to COVID-19.
 - Follow protocols for "What to do When Employees are Found to be in "Close Contact" with Person Who Has Tested Positive or Displays Symptoms of COVID-19."
- Institute appropriate cleaning measures based on cleaning protocols. See "Recommended Cleaning Procedures Identification of An Employee Who is Diagnosed or Tested Positive for COVID-19."
- Consider whether the case may meet OSHA recordkeeping requirements for recording the illness.
- If the employee handled wine shipments (i.e., cardboard boxes):
 - Move the boxes indoors and let them remain untouched for at least 24 hours before further packing, unpacking, and handling.



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Wine Institute is a private, non-profit trade association of wineries and associate members engaged in industries related to wine production and distribution. In an effort to increase health and safety awareness amidst the COVID-19 crisis and to improve health and safety practices at Wine Institute member sites, Wine Institute is proud to offer these exemplars of health and safety best practices related to the COVID-19 crisis. The exemplars offer a series of general best practices related to COVID-19 which were drawn from guidance from federal agencies, including CDC, OSHA, and EEOC, and consultations with an OSHA lawyer and infectious disease doctor.

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Contact Information

All communications relating to the health and safety exemplars related to COVID-19 should be directed to Wine Institute's legal team at legal@wineinstitute.org.