

COVID-19 INCIDENT REPORT (CONFIDENTIAL)

FOR LEGAL/RISK MANAGEMENT/QUALITY IMPROVEMENT PURPOSES ONLY

Date of Notification: _____

Exposure Date: _____

Identification of Person Under Investigation (PUI): Employee Visitor/Customer

PUI Name: _____

Phone: _____

Address: _____

Did the person test positive for COVID-19? Yes No

Test Date: _____

When did symptoms first appear? Date: _____

Date the Health Department was contacted: _____ Not Applicable

Names of all people present in the building (staff and customers) when the PUI was present: _____

Did all people present in the building wear a cloth face covering and maintain 6 feet of distance?

Yes No If no, describe: _____

Was the building deep cleaned as soon as notification was made: Yes No

Corrective Action – Describe the events and any action taken.

Manager notified: Yes No

Form Completed by: _____

Date: _____

Manager Signature: _____

Date: _____

Do Not Copy - Return to Manager

COVID-19 Resource Page for Businesses

- **CDC** Interim Guidance for Businesses and Employers: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- **CDC** Employees: How to Cope with Job Stress and Build Resilience During COVID-19 Pandemic: <https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>
- **OSHA** Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- **OSHA** Prevent Worker Exposure to COVID-19: <https://www.osha.gov/Publications/OSHA3989.pdf>
- **OSHA** Worker Exposure Risk to COVID-19: <https://www.osha.gov/Publications/OSHA3993.pdf>
- **OSHA** COVID-19 Guidance for Retailers: <https://www.osha.gov/Publications/OSHA3996.pdf>
 - Guidance for Restaurants: <https://www.osha.gov/Publications/OSHA4017.pdf>
- **NCDHHS** COVID-19 Testing Locations: <https://covid19.ncdhhs.gov/about-covid-19/testing/covid-19-testing-locations>
- **NCDHHS** Interim Guidance for Businesses: <https://files.nc.gov/covid/documents/guidance/Interim-Guidance-for-Businesses-and-Organizations-Phase-2.pdf>
 - Interim Guidance for Retail Businesses: <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Retail-Businesses-Phase-2.pdf>
 - Interim Guidance for Salons: <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Salons-Personal-Care-Businesses-Phase-2.pdf>
- Interim Guidance for Restaurants: <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Restaurants-Phase-2.pdf>
- **Wake County** COVID-19 Guidance for Businesses: <https://covid19.wakegov.com/guidance-for-business/>
- **Wake County** Communicable Disease Surveillance Team: (919) 250-4462