

# COVID-19: PROCESS IN FRANCE FOR HANDLING A SUSPECTED, CONFIRMED OR CONTACT CASE (MANAGER)

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**! IMPORTANT: NO EMPLOYEE SHOULD GO TO WORK IN THE MORNING IF HE/SHE HAS SYMPTOMS**

**I SYSTEMATICALLY RESPECT BARRIER GESTURES: I RESPECT THE 1M DISTANCING RULE, ASSOCIATED WITH WEARING THE MASK, I WASH MY HANDS**

## My team member has symptoms (cough, severe tiredness, fever, breathing difficulties, loss of smell, etc.)

### 1 My team member is on site

- When the medical department is available:
  - I send my team member to the medical department which will take charge of him/her during opening hours: [List of hours/telephone numbers](#)
- In the absence of medical department or outside opening hours:
  - I isolate my team member in an office or meeting room
  - I ask him/her to telephone the security department (PC Security) on 01 42 14 66 86 who will take charge.
- In the absence of a security department:
  - I ask my team member to telephone his/her referring doctor or in the absence of a referring doctor I ask him/her to call 15
  - if the team member shows signs of seriousness, he/she call the 15 or I do it
  - I ask him/her to go home, avoiding to use of public transport
- I ask my team member to inform me of the doctor's opinion

### 2 My employee is considered a "suspicious case"

- For Paris Central Services, I declare the presence of a suspicious case in my team by email to [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com) the presence of a suspicious case in my team by copying the labour doctor.
- I am implementing a social distancing measure for my employee, pending the results of his RT-PCR test.
- For the employee who can not work remotely: he has to make an online statement on [declare.ameli.fr](http://declare.ameli.fr): work stoppage will be established by the Assurance Maladie (maximum duration of 4 days) with obligation to perform an RT-PCR or antigenic test within 2 days and to indicate the result of the test on the Ameli site.
- I draw up a list of employees in the direct entourage (see \*) and send it, by email, to [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com) by copying the labour doctor.
- I am implementing removal measures for the direct entourage (cf \*) pending the result of the RT-PCR test of the suspect case.
- I inform the HRBP of the presence of a suspicious case and the number of employees subject to social distancing measures.
- I ask my employee to inform me of the results of the test and I expressly ask him not to send me the details or copies of the test results that only labour doctors can know about - see Case 3 or Case 4

### 3 Result of the RT-PCR test is POSITIVE: the team member is declared "COVID-19 Case Confirmed"

- I declare the presence of a positive case within my team by email to [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com) and I inform the labour doctor.
- If I have not already done so, I will draw up a list of employees in direct contact with the confirmed case (see \*) and email it to [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com), and to my HRBP and the labour doctor and implement social distancing measures.
- I inform the HRBP of the presence of a positive case and the number of employees subject to social distancing measures.
- if my team member has symptoms at the time of isolation:
  - I check that the employee is subject to a **seven-day isolation measure from the date of his/her first symptoms\***
  - If the employee does not have a fever after the isolation period, they end their isolation after seven days
  - If he/she still has a fever on the seventh day, he/she waits for up to 48 hours after the fever subsides to end the isolation and consults his/her referring physician if necessary
- If my team member does not have symptoms at the time of isolation:
  - he/she continues **the seven-day isolation from the date of the test\***
  - If my team member notices symptoms appear during the isolation, he/she consults his/her referring doctor and **remains isolated for another seven-days from the date of the first symptoms**
  - If he/she still has a fever after the extension of the isolation period, he/she waits for 48 hours after the fever subsides to end the isolation and consults his/her referring physician if necessary
  - If the fever is gone, the isolation period ends.

**Cleaning of the employee's office and a radius of 2m** is carried out if the employee is considered to be: a "suspected case", a "confirmed case" or, under certain conditions, a "contact case". I **never** call RESG/IMM to ask for the workstation to be cleaned. If necessary, the cleaning can be extended to the meeting rooms, open-plan office, etc.

\* 10-day quarantine if employee has a Brazilian or South African variant. Lifting the quarantine is conditional on a negative RT-PCR test in this case.

### 4 The result of the RT-PCR test is NEGATIVE: the suspected team member is declared "COVID 19 Case Not Confirmed"

- My team member ends his/her isolation
- Employees in direct contact with the "suspected case" can return to the site.

### 5 My team member has been in close contact with someone diagnosed with COVID-19 by a positive RT-PCR test

- I ask my employee to provide me with the certificate of isolation worth derogatory work stoppage that he obtains on the Ameli site.
- My team member has no symptoms, he/she is subject to **a removal order for seven days from the date of the last contact with the positive Covid case** and he/she takes a RT-PCR test on the seventh day.
- I declare the presence of a contact case within my team by email to [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com) and I inform the labour doctor.
- I ask him/her to inform me of the result of the RT-PCR test. and I expressly ask him not to send me the details or copies of the test results that only labour doctors can know about Please refer to box 3 or 4

### \* What is a "contact case"?:

- Persons who have shared the same living space as a **case confirmed by a positive RT-PCR test** or
  - Persons without masks who have shared, for at least 15 minutes**, a confined space (personal vehicle, taxi, office, meeting room,...) with a confirmed case.
  - Persons without a mask who had direct contact with a confirmed case**, face to face, less than 1 meter, in the 2 days before the confirmation of the RT PCR test positive for the confirmed case, regardless of the duration of the contact (conversation, coffee break, lunch...).
- Necessity of consulting the referring physician to carry out an RT-PCR test
- The team member does not return to the site and does not come into physical contact with Group employees without any possible exception (to collect a PC, etc.). Please refer to box 5

### Which employees are "in direct contact" within the company?

- Persons **without a mask, having had direct contact with a suspected or confirmed case**, face to face, less than 1 meter, in the 2 days before the suspicion of COVID 19 or the confirmation of the RT PCR test positive of the confirmed case, regardless of the duration of contact (conversation, coffee break, lunch ...).
- Persons **without masks** who shared a confined space (office, meeting room,...) **for at least 15 m with a suspected or confirmed case**.

When I contact [covid19-declaration-cas@socgen.com](mailto:covid19-declaration-cas@socgen.com), the HRBP and the labour doctor, I provide:

- My name
- The name of the employee concerned
- If the case is "suspected", "confirmed" or "contact"
- The name of the team (Level L-2 of the organisation (e.g. HRCO/SSA/MED))
- The building, the floor, the office and the position of the team member
- The last date the team member was present on site
- The number of identified contact cases