

EMPLOYERS GUIDE TO COVID-19

"WHAT SHOULD I DO IF AN EMPLOYEE TELLS ME THEY TESTED POSITIVE FOR COVID-19?"

For more information: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-COVID-19-in-the-Workplace>

01 Receive confirmation from the Health Department.

PCHD staff receives notification of all positive COVID-19 cases in Pondera County. PCHD will conduct a case investigation to determine the close contacts of the individual. If the individual was at work during the infectious period, PCHD staff will work with the positive case and the employer as needed to help determine the risk of other employees and patrons.

02 Encourage close contacts to quarantine.

PCHD staff will directly notify all people deemed as close contacts in a case investigation. If other employees are named as close contacts, they will be instructed to quarantine for 14 days since last exposure and monitor for signs and symptoms. Please encourage your employees that are named as contacts to stay home. Do not allow them to work in your facility until their quarantine is over, even if they are not showing symptoms.

03 Clean your facility.

In most cases, you do not need to completely shut down your entire facility. However, close off any areas used for prolonged periods of time by the positive case. Wait 24 hours before cleaning to minimize exposure to respiratory droplets.

Follow CDC cleaning guidance located here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

04 Returning to Work

PCHD will work with positive cases to help determine when they meet the criteria to be released from self-isolation. PCHD will work with close contacts to determine when they can be released from self-quarantine. Once CDC criteria is met, employees may return to work.

The criteria can be found on the CDC website at:

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

IMPORTANT REMINDERS

- PCHD will not disclose the employment information or name of any positive COVID-19 case to the public.**
- Businesses may choose to inform the public if a positive COVID-19 case is associated with their establishment.**

- Tell employees to stay home if they are sick. Require health screenings for employees.**
- Implement the use of cloth face masks for staff.**
- Follow social distancing practices put in place by Governor Bullock's Directive.**