

CORONAVIRUS DISEASE 2019
(COVID-19)



cdc.gov/coronavirus

RESPONDING TO COVID-19 IN THE WORKPLACE

Guidance for Employers
September 2020

When an Employee Tests Positive for COVID-19

Often the employer is notified first when one of their employees has tested positive for COVID-19. This early notification provides the employer with an opportunity to take immediate actions to prevent spread in their business.

Role of the Public Health Department

The Lake County Public Health Department (PHD) is also notified, usually via electronic lab report, of COVID lab results. This electronic lab reporting might be immediate, or it could be delayed, depending on the lab used. The Public Health Department will then do the following:*

- Reach out to the individual and conduct an interview to determine who their contacts are, at work, home, or other locations.
- Call the workplace and ask for a list of all contacts of the positive individual. This could be several days or longer after the interview, depending on the health department's ability to get in touch with the positive individual.
- Call other individuals who may have had contact with the individual while he/she was infectious and advise them to quarantine.
PHD will attempt to contact each person who may have had close contact to assess their risk for COVID-19 and provide information about staying home and the importance of getting tested.

*Hospitals and medical agencies are mandated to perform internal contact investigation.

Role of the Employer

If an employee notifies you that they tested positive, you should take the following actions without revealing the identity of the positive employee:

- Determine the last day the employee worked or was on site
- Make a list of people (employees, contractors, and others) who may have been in "close contact" (**within six feet for at least 15 minutes**) with the employee while at work and infectious. (See attachment A: Contact Line List)
 - Infectious period if employee has illness symptoms= 2 days before the start of any illness symptoms and for 10 additional days
 - Infectious period if employee has no illness symptoms: 2 days before a positive test and for 10 additional days
- Advise all close contacts in the workplace to quarantine for 14 days (See Attachment B: What Does it Mean to be Quarantined?). Refer employees to testing if available at a public testing site, or to call a health care provider if they develop symptoms. In certain instances, Public Health may be able to provide support to the employer and employees for testing.
 - Testing should occur 5-7 days after date of last exposure, and a second test may be recommended following initial test based on timing of initial test.
 - *Employers may recommend testing for all employees, even if it is determined that they have not had contact with the index case. If an employer requests testing of all employees, the employer should provide education that **employees should stay isolated while awaiting test results** (See Attachment C: What to Do While You Wait for a COVID-19 Test Result).
 - If a close contact tests negative, they will still be required to quarantine for a 14-day period.
- Provide any employees who are sent home before or during shift with information about what to expect after they go home, including instructions about possible testing, sick leave rights under federal state and local laws and company policies, and return to work requirements.
- Employers must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communication with other employees as required by the Americans with Disabilities Act (ADA).

What if an employee lives with a COVID-19 positive individual?

Employees who are well but who have a sick family member at home with COVID-19 are considered household contacts and should not report to work. Employees should notify their supervisor and follow [CDC recommended precautions](#).

Return to Work Protocols for Local Businesses with COVID Exposure

During this time of the COVID pandemic, many employers are being confronted with novel situations regarding employees who are exposed to COVID or are identified as a confirmed case. Each situation can have its own circumstances, but some general guidelines can be useful. Following these recommendations does not remove all risk, but aims to balance keeping employees and patrons reasonably safe while allowing them to return to work in a timely fashion. Certainly, adhering to safety precautions such as wearing cloth face coverings, social distancing, and proper disinfection will decrease the risk of transmission and help protect everyone. Specific guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>.

As a synopsis:

- 1) For workers that test positive with symptoms:
 - a. Off work and on home isolation for:
 - i. 10 days after onset of symptoms
 - ii. 24 hours with no fever
 - iii. Symptoms improved
 - b. Daily check-ins with Public Health about symptoms and how they are doing.
 - c. Ideally stay in your own room and use own bathroom, sleep alone, wear a mask when around other people, and wash hands and clean surfaces often. Stay away from family members, friends, and co-workers who are not infected.
- 2) For workers that test positive without symptoms:
 - a. Off work and on home isolation for 10 days after test date.
 - b. Ideally stay in your own room and use own bathroom, sleep alone, wear a mask when around other people, and wash hands and clean surfaces often. Stay away from family members, friends, and co-workers who are not infected.
- 3) For workers that test negative, with symptoms:
 - a. Off work for 10 days from onset of symptoms.
 - b. Ideally stay in your own room and use own bathroom, sleep alone, wear a mask when around other people, and wash hands and clean surfaces often. Stay away from family members, friends, and co-workers who are not infected.
- 4) For workers that test negative, without symptoms:
 - a. For close contacts of positive cases (usually considered house-mate, sexual partner, close family, or someone who has been within 6 feet of someone for more than 15 minutes (cumulative) during contagious period):
 - i. If they are a close contact, they should quarantine, off of work for 14 days from last contact with a COVID positive person.
 - ii. Recommendation is off work, home quarantine, which means not leaving home, and staying away from people in your home who are positive, wash hands often, and wear a mask if around anyone who is positive staying away from people who are positive (because they might then get infected), and also not having contact with people who are negative.
 - iii. This can be modified on a case by case basis, if they wear masks, maintain social distancing, disinfect, travel in a separate vehicle, and work outside. They have a fairly high likelihood of being contagious.
- 5) For workers who were not close contacts, and tested negative:
 - a. May return to work.
 - b. Monitor for symptoms, and refer for repeat testing if indicated.

Attachment A

Workplace Close Contacts (Meets the definitions of close contact)						
	Last Name	First Name	Date of Birth	Sex	Phone Number	Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Workplace Testing

(Does not meet the definition of close contact, however, employer has requested testing)

	Last Name	First Name	Date of Birth	Sex	Phone Number	Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



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WHAT DOES IT MEAN TO BE QUARANTINED?



Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.



Monitor for symptoms.

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Lake County Public Health Department (707) 263-1090. If you need emergency medical care call 911 and be sure to tell them you may have been exposed to COVID-19.



Clean your hands.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



Cover your coughs and sneezes.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

If you have questions or are having difficulty maintaining your quarantine, please contact the Lake County Public Health Department at (707) 263-1090 or after hours (707) 263-1090 press 9.



¿Qué significa estar en cuarentena?



Quédate en casa excepto para recibir atención médica.

Usted debe restringir las actividades fuera de su hogar, excepto para recibir atención médica. No vaya al trabajo, a la escuela o a las áreas públicas. No utilice transporte público, transporte compartido ni taxis. Deberá hacer los arreglos necesarios para que le entreguen alimentos y artículos para el hogar en su hogar. Si necesita ayuda con esto, háganoslo saber.



Supervise sus síntomas.

Busca atención médica inmediata si presentas síntomas como fiebre de 100.0° F o mas, sensación de fiebre, tos o dificultad para respirar. Antes de buscar atención, llame a su proveedor de atención médica y dígame que está en cuarentena por su posible exposición al nuevo coronavirus (COVID-19). Ponte una mascarilla antes de entrar en las instalaciones. Estos pasos ayudarán al consultorio del proveedor de atención médica a evitar que otras personas se infecten o expongan. Pídale a su proveedor de atención médica que llame al Departamento de Salud Pública del Condado de Lake (707) 263-1090. **Si necesita atención médica de emergencia, llame al 911** y asegúrese de decirles que puede haber estado expuesto a COVID-19.



Limpia tus manos.

Lávese las manos con frecuencia con agua y jabón durante al menos 20 segundos. Si no hay agua y jabón disponibles, lávese las manos con un desinfectante para manos a base de alcohol que contenga al menos 60% de alcohol, cubra todas las superficies de las manos y frótelas hasta que se sientan secas. El jabón y el agua son mejores si sus manos están visiblemente sucias. Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.



Evite compartir artículos personales para el hogar.

No debe compartir platos, vasos para beber, tazas, utensilios para comer, toallas o ropa de cama con otras personas en su hogar. Después de usar estos artículos, deben lavarse a fondo con agua y jabón.



Cubra sus toses y estornudos.

Cúbrase la boca y la nariz con un pañuelo cuando tosa o estornude. Tire los pañuelos usados en un bote de basura forrado y lávese las manos con agua y jabón durante al menos 20 segundos. Si no hay agua y jabón disponibles, lávese inmediatamente las manos con un desinfectante para manos a base de alcohol que contenga al menos 60% de alcohol, cubra todas las superficies de las manos y frótelas hasta que se sientan secas. El agua y el jabón se deben usar preferentemente si las manos están visiblemente sucias.

Si tiene preguntas o tiene dificultades para mantener su cuarentena, comuníquese con el Departamento de Salud Pública del Condado de Lake al (707) 263-1090 o después de horas (707) 263-1090 presione 9.

What to Do While You Wait for a COVID-19 Test Result



After you get tested



- Stay home and away from others, especially if you have symptoms. Even if you do not have symptoms, it is best to stay home, but if you have to leave, wear a mask and stay 6 feet from others.
- Start making a plan for what you will do if you have a positive test because you will need to stay home for at least 10 days.
- Make a list of people you have been in close contact with recently. Tell them you may have COVID-19 and they should stay away from others until they hear from you.



- If you were tested because you were in contact with someone who has COVID-19 and you do not have symptoms, you should stay home while waiting for your test results and you will need to stay home for 14 days even if your test is negative because you could still become sick.



- It may take several days to get your test results back. You will receive test results by email, text and/or telephone call.



- Monitor your symptoms. If they get worse, contact your health care provider. Tell them you were tested for COVID-19.
- Inform your Health Care Provider that you were tested for COVID-19.



If your test is positive



- This means you currently have COVID-19.
- Stay home.** A public health worker will call you. It is important that you answer their phone call. They will ask you questions about possible exposures to COVID-19, such as people you have been in direct contact with and places you have visited.
- They will also give you more information about what you should do and how long you should stay home.



If your test is negative



- This means you **do not** currently have COVID-19. However, you could still be exposed or become sick at any time. You should continue to take steps to protect yourself and others from COVID-19.
- If you develop symptoms of COVID-19, talk to your doctor or other health care provider about getting tested again.

More information

[Lake County Public Health's COVID-19 website](https://health.co.lake.ca.us/Coronavirus.htm)
health.co.lake.ca.us/Coronavirus.htm

MHOAC Line 707-263-8174

(Monday through Friday: 8 a.m. to 5 p.m.)



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Cleaning and Disinfecting After an Employee Tests Positive General Guidance

Essential Sites

Sites	Website
Centers for Disease Control (CDC)	www.cdc.gov/coronavirus/2019-nCoV
	https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?deliveryName=USCDC_248-DM22547
	https://www.cdc.gov/nceh/ehs/?deliveryName=USCDC_248-DM22547
California Department of Public Health (CDPH)	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx
	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx#Protect%20Yourself
	https://www.cdc.gov/nceh/ehs/?deliveryName=USCDC_248-DM22547
Cal OSHA	https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html
Department of Industrial Relations	https://www.dir.ca.gov/
California Coronavirus Response	https://covid19.ca.gov/img/wp/listos-tips-for-public-health-emergencies-en-1_03.pdf

Handwashing

Site	Website
CDC	www.cdc.gov/handwashing/when-how-handwashing.html
	www.cdc.gov/handwashing

Respiratory Etiquette: Cover your Cough or Sneeze

Site	Website
CDC	www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
	www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

Site	Website
CDC	www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Housekeeping/Cleaning

Site	Website
CDC	https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html
	https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html
	www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
	www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
	www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Environmental Protection Agency (EPA)	www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
	https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use
	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect

Employees Exhibiting Signs and Symptoms of COVID-19

Site	Website
CDC	www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
	https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html
CDPH	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx
	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx
California Coronavirus Response	https://covid19.ca.gov/symptoms-and-risks/

Training

Site	Website
CDC	www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
Occupational Safety and Health Administration (OSHA)	https://www.osha.gov/Publications/OSHA3990.pdf

Industry Specific Guidance

Site	Website
CDC Healthcare	https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html
CDC Grocery and Food Retail	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processing-workers-employers.html?deliveryName=USCDC_248-DM22547
	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html?deliveryName=USCDC_248-DM22547
CDC Environmental Health Practitioners	https://www.cdc.gov/coronavirus/2019-ncov/community/eh-practitioners.html?deliveryName=USCDC_248-DM22547
CDPH Farmworker	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Farmworker-Safety.aspx
CDC Schools & Child Care	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect
CDC Restaurants and Bars	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html
CDC Office Buildings	https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html