

BUSINESS GUIDANCE FOR NON-HEALTHCARE BUSINESS AND COMMUNITY ORGANIZATIONS



WHAT TO DO IF SOMEONE AT WORK HAS COVID-19

AUDIENCE

Businesses, companies, offices, faith-based and similar organizations. Healthcare personnel and first responders should check with their occupational safety office for guidance.

APPLIES WHEN

One or more persons from the organization have COVID-19 (either they tested positive OR their provider diagnosed them with COVID-19) AND they developed symptoms within 48 hours of being at work OR, if asymptomatic, within 48 hours of testing positive.

If someone with confirmed COVID-19 was NOT at the workplace in the 48 hours preceding the onset of symptoms or while they had symptoms, these instructions do not apply and there are no special recommendations for quarantine or disinfection.

Symptoms of COVID-19 illness include fever, chills or repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.

INSTRUCTIONS

Maintain confidentiality. Ask the ill person who, in the workplace, they had close contact with in the 48 hours prior to developing symptoms. Do **not** disclose the ill person's identity to anyone at the workplace. To the extent possible, use only readily available information to identify who had close contact with the ill person.

Determine the last day that the person diagnosed with COVID-19 was present at the workplace and the day their symptoms began.

If 3 or more employees test positive in a 2-week period, you are required to call Tehama County Health Services Agency – Public Health (530) 527-8491 ext. 3606 and leave a voicemail. Messages are checked daily. If you have any individuals that test positive and you would like consultation, please feel free to call.

Close Contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 15 minutes after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19. If COVID-19 positive person was asymptomatic a close contact would be someone in close contact 2 days prior to test date.

Anyone who had close contact with the person diagnosed with COVID-19 within 48 hours before they developed symptoms or while they were having symptoms should be excluded from the workplace

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and stay at home for 14 days since the last day that the person diagnosed with COVID-19 was at work. This is “quarantine.” If during the quarantine, the employee develops COVID-19, they would transition to “isolation.”

Provide the “What You Need to Know about Isolation & Quarantine” to persons identified as Close Contacts. This document is available at:

<https://www.tehamacohealthservices.net/services/communicable-diseases/>. They should follow the Quarantine Steps.

All others present at the workplace but not identified as close contacts should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at work and to stay home and contact a health care provider if they develop symptoms. We encourage everyone to get tested, visit [LHI.CARE](#) to schedule an appointment.

Undertake cleaning and disinfection measures. See CDC guidance on cleaning and disinfection measures, including measures for cleaning and disinfection if someone is sick, posted at www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html

Actively message all individuals to increase hygiene measures (hand washing, avoiding contact with eyes/nose/mouth, covering coughs and sneezes). Provide tissues, hand sanitizer and disinfecting wipes that can be easily accessed throughout the facility. Printable materials are available at: www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html • Structure the work environment to follow social distancing guidelines. For example, encourage telecommuting as much as possible based on business functions. Those who remain in the workplace should keep at least a 6-foot distance from other individuals.

KEY POINTS EMPLOYERS NEED TO KNOW ABOUT EMPLOYEES POSITIVE FOR COVID-19

- MAINTAIN CONFIDENTIALITY. DO NOT MAKE THE SICK PERSON’S IDENTITY KNOWN TO ANYONE AT YOUR WORKPLACE.
- TEHAMA COUNTY HEALTH SERVICES AGENCY - PUBLIC HEALTH RECOMMENDS THAT EMPLOYERS DO **NOT** ASK FOR A RETEST AFTER AN EMPLOYEE COMPLETES ISOLATION OR QUARANTINE. LETTER OF QUARANTINE/ISOLATION CONTAINS RETURN TO WORK DATE.
- ASSURE YOUR EMPLOYEES THAT AN EMPLOYER IS NOT ALLOWED TO FIRE, DISCIPLINE OR REDUCE THEIR HOURS FOR STAYING HOME IF THEY TEST POSITIVE, ARE ASKED TO QUARANTINE OR SELF-ISOLATE FOR COVID-19.

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SHOULD I ASK FOR A DOCTOR'S NOTE OR PROOF OF A COVID-19 TEST FROM MY EMPLOYEE?

No, employers are encouraged NOT to require a note for employees to stay home from work or return to work.

SHOULD I CONTACT PUBLIC HEALTH IF A STAFF MEMBER TESTS POSITIVE FOR COVID-19?

You only need to contact Tehama County Health Services Agency – Public Health if 3 or more employees test positive within a 2-week period. During normal business hours, Monday-Friday from 8am-5pm you can call (530) 527-6824. During non-business hours you can call (530) 527-8491 ext. 3606 or press option 8 to be directed to the dedicated COVID-19 voicemail to leave a message, messages are checked daily. For consultation on any positive case feel free to contact Public Health.

WILL I BE INFORMED IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19?

If your employee identifies your workplace as the likely place of exposure or if your employee had close contact with coworkers within 48 hours before developing symptoms or testing positive; then you would be informed by Public Health that an employee has tested positive. If the employee contracted the virus outside of work or did not come in contact with coworkers, then the employee should notify you that they are under an Isolation Order.

WHEN CAN AN EMPLOYEE WHO TESTS POSITIVE FOR COVID-19 RETURN TO WORK?

The employee does NOT need to get tested to return to work. **See the state's [Employer Playbook](#) for a full list of criteria for employees to return to work for various situations.**

If symptomatic: 10 days have passed since symptoms first appeared, improvement in symptoms AND at least 24 hours have passed since last fever without fever-reducing medications.

If no symptoms: 10 days have passed since their test date.

I AM CONCERNED ABOUT THE LAYOUT OF THE WORKSPACE, WHAT SHOULD I KEEP IN MIND FOR SOCIAL DISTANCING?

If possible, consider allowing staff to telecommute.

For those in the workspace remind staff to maintain 6 feet of distance. Tape on the floor may be useful to visually assist people and maintain traffic flow in the building.

Other signage is available online at [CDC.gov](https://www.cdc.gov).

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WHAT IS CONTACT TRACING?

Contact tracing is a program that helps determine who may have been in contact with the infected employee, including when they have no symptoms.

Employees may be contact by Tehama County Health Services Agency – Public Health to guide you through the next steps. You will be asked to provide your name, phone number, where you live, and who your close contacts are.

CAN I ASK MY EMPLOYEE WHO HAS TESTED POSITIVE FOR COVID-19 TO COME TO WORK BEFORE THEY COMPLETE THEIR ISOLATION ORDER?

No. Employees can not return to the workplace if they are under an isolation or quarantine order or if they are symptomatic and self-isolating.

Please inform your employees that they may be entitled to paid sick leave or other job protections under federal and local law.

[California Department of Fair Employment and Housing](#) has a COVID-19 resources containing information about state laws that prohibit discrimination against employees on the basis of their COVID-19 positive status.

For more information on discrimination in the workplace visit [U.S. Equal Employment Opportunity Commission](#).

WHAT IF MY EMPLOYEE IS PLACED ON A QUARANTINE ORDER?

If an employee has been placed on a Quarantine Order they have been identified as being a close contact to an individual who tested positive for COVID-19. Contacts of Close Contacts would not be placed on a Quarantine Order but we encourage them to get tested and symptom monitor.

STILL HAVE QUESTIONS? CONTACT TEHAMA COUNTY PUBLIC HEALTH

Phone during business hours: Monday – Friday, 8am-5pm: (530) 527-6824 OR (530) 527-8491 option 4 to speak to a Public Health representative.

COVID-19 Voicemail during non-business hours: (530) 527-8491 option 8 OR (530) 527-8491 ext. 3606

Email: publichealth@tchsa.net

Physical Address: 1860 Walnut Street, Building C; Red Bluff, CA 96080

For COVID-19 information specific to Tehama County visit our website:

<https://www.tehamacohealthservices.net/services/communicable-diseases/>