Considerations for Responding to Confirmed COVID-19 Infection in the Workplace
(Non-Healthcare Employers)

1. Coordinate efforts with the Local Department of Health and CDC.
2. Keep the employee out of work until he/she is certified as being free from illness and no longer contagious.
3. Try to determine, in conjunction with the Local Health Department and CDC, the source of the infected employee’s exposure to COVID-19, including whether it is believed to have been the result of community spread.
4. Offer support to the infected employee and assist them in obtaining appropriate treatment.
5. Identify individuals the employee may have had close contacts with while working, including co-workers, customers, vendors, or others. Close contact is generally considered as face to face contact within 6 feet. Consider contacting local environment safety and health consultant or medical professional to assist in the investigation and response.
6. Determine whether employees asked to self-quarantine can work from home. If employees are unable to work from home, determine whether the company will pay them during the self-quarantine period.
7. In consultation and coordinate with the local health department and/or CDC, notify individuals determined to have had close contact. Without disclosing the name of the employee, tell them an employee has tested positive for COVID-19 infection and the company believes they may have had close contact with the individual.
8. Direct employees determined to have had close contact to remain out of work (self-quarantine) for the presumed incubation period (currently believed to be 14 days). Encourage them to self-monitor for symptoms of illness and contact their healthcare provider if they have concerns or develop symptoms. Provide similar recommendations to non-employees.
9. Explain pay and other benefits available to both the infected employee and employees asked to self-quarantine.
10. Depending on the nature and scope of the infected employee’s presence in the workplace, consider the need to temporarily close the workplace while cleaning efforts are undertaken.
11. Retain a qualified vendor to deep clean/sanitize all work areas at the location, particularly those known to have been used by the employee with confirmed COVID-19 infection.
12. Consider retaining a health consultant to advise on other hygienic interventions.
13. Consider communicating with other employees at the worksite where the infected employee worked.
   a. Without disclosing the name of the employee, advise them that an employee has tested positive for COVID-19 infection, the company has contacted any individuals it believes had close contact with the individual and requested such individuals self-quarantine for the clinically recommended period.
   b. Explain that the Company has undertaken efforts to clean and sanitize the workplace and reinforce the Company has taken appropriate and reasonable steps to safeguard their health if they report to work.
   c. Reinforce that employees should not report to work if they are ill.
d. Clarify sick or paid time benefits available to employees who are unable to report to work, including any statutory sources of paid or unpaid leave.
e. Reinforce that employees should speak to their healthcare provider if they have concerns or questions or develop symptoms.

14. Consider implementing social distancing practices, including allowing employees to work from home if their jobs support doing so and limiting interactions in the office as much as possible.
15. Consider notifying your insurance carriers, including health, disability and workers’ compensation carriers.
16. Confirm whether unemployment insurances are available to employees if they are self-quarantined but are asymptomatic or prove not to be infected with COVID-19 infection.
17. Before authorizing an employee to return to work after a period of self-quarantine, confirm that the employee has had no symptoms during the 14 days following the potential exposure. If the employee has had symptoms (fever, cough, other symptoms of respiratory infection) during that time, consider requesting that the employee provide confirmation from their healthcare provider that it is appropriate for the employee to return to work.
18. Request that employees inform the company if they have a confirmed COVID-19 infection.
19. If necessary, deny entry to the company’s premises to individuals until the end of any presumed incubation period and/or release from a healthcare provider.
20. Ask employees to provide in writing any concerns or hesitancy about returning to work. Respond as necessary to any appropriate concerns.
21. Continue to monitor developments in the community to determine whether additional steps should be taken.
22. Offer EAP services, if available, to employees to address other concerns.
23. Identify one or more persons to field questions from concerned employees to ensure consistency in messaging and responses.
24. Document all direction provided by the local health department and/or CDC. Maintain all employee medical records in the employee’s medical file.