# WHAT TO DO IF YOU OR SOMEONE IN YOUR BUSINESS TESTS POSITIVE FOR COVID-19

**If you or someone in your business has tested positive for COVID-19, follow these steps immediately:**

## CONTAIN

- The person who tested positive (referred to as the Index) must immediately leave the establishment and follow directives from the testing facility, healthcare provider, or the Department of Behavioral & Community Health (DBCH) or see link HERE.

- Determine who which individuals may have had close contact to the positive person (closer than 6 feet apart for a total of 10 minutes or more) 48 hours before the Index first experienced COVID-19 symptoms or tested positive, whichever is earlier.

## COLLECT

- Collect the name, address, date of birth and phone of the Index. If known or obtainable, the date the Index first experienced symptoms, date of COVID test, name and address of testing facility, type of test and date test result was received. Hold onto this information in case it is needed by DBCH or a contract tracer.

- Refer to your NYS required Business Safety Plan Template or equivalent COVID company policy or plan, and your contact tracing list (names and contact information of people checked into your facility), and have it ready for potential contact tracing.

## CONTACT

- Inform employees, customers, and visitors of their possible exposure to COVID-19 in the workplace but ***maintain the confidentiality of the Index*** as required by law, and have them follow CDC Guidance for Exposure.

- Instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.

- Provide building management with the areas where the Index has been throughout the building.

## CLEAN

- In most cases, you do not need to close your facility.

  o If it has been more than seven days since the Index has been in the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

  o If the Index was in your facility less than seven days ago, follow the CDC Guidance for Cleaning and Disinfecting.

*Updated:  December 17, 2020.*

# RETURN TO WORK GUIDANCE

**The following is designed to help mitigate COVID-19 and minimize the risk of disease spread in your workplace.  While it may not be able to eliminate COVID-19, these steps can assist your business to remain as operational as possible.**                                    *Updated:  December 17, 2020*

- **An employee <u>tests positive</u>** for COVID-19:  Regardless of whether the employee has symptoms or not, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test **as long as they do not have symptoms and be fever-free for more than 24 hours without medication.  ==A COVID positive person cannot "test out" of isolation; isolation is mandatory.==**

- **An employee with close or proximate contact\*** to a person with COVID-19 **AND is experiencing COVID-19 related symptoms:**  The employee may return to work upon completing at least <u>10 days of isolation from the onset of symptoms</u>.

- **An employee with close or proximate contact\*** to a person with COVID-19 **AND is not experiencing COVID-19 related symptoms and is fever-free for more than 24 hours without medication**, the employee may return to work upon completing 14 days of quarantine.

- **If an employee has symptoms upon arrival at work or becomes sick** with COVID-19 symptoms while at the workplace without a close contact exposure:  The employee must be separated and sent home immediately.  The employee may return upon completing at least 10 days of isolation OR upon receipt of a negative COVID-19 test result

    *\*A close contact is someone who was within 6 feet of an infected person for more than 10 minutes, 48 hours prior to the illness onset to the time the person isolated.*

A person who **tests positive** or **develops symptoms** is infectious for 10 days.  A person <u>can become ill</u> 2-14 days after **exposure** to COVID-19, thus a 14 day quarantine is required to prevent the infection from spreading.  While most exposed individuals experience symptoms or test positive 5-7 days after an exposure – some become infected with COVID-19 earlier and later.   These measures are designed to reduce the spread of COVID-19 in our community, so your business can continue to operate safely.

**Essential Employees:**  If an employee is deemed essential and critical for the operation or safety of the workplace, upon a <u>documented determination</u> by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, an employee who was exposed may return to work so long as the employee does not have symptoms and adheres to the following practices prior to and during their work shift, which should be <u>monitored and documented by the employer and employee for the remainder of their quarantine period</u>:

1. **Regular monitoring:** The employee must monitor every 12 hours for temperature (100° F)  and COVID-19 symptoms under the supervision of their employer's occupational health program.
2. **Wear a mask:** The employee must wear a face mask at all times while in the workplace.
3. **Social distance:**  The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. **Clean and disinfect workspaces:**  The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
5. **Maintain isolation**:  The employee must continue to isolate outside of their essential employment and self-monitor for temperature and symptoms when not at the workplace.