

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 (a positive case is referred to as the Index), follow these steps immediately:

CONTAIN

- 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 which individuals may have been exposed to the virus and may need to take additional precautions (all individuals who had close contact with the index case (closer than 6 feet apart for a cumulative period of 10 minutes or more) dating back 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, and if known or you can obtain, 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 the event the situation requires follow up by 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

- Following the guidance from DBCH, 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](#).
- Notify the building management with information on where the Index has been throughout the building.

CLEAN

- In most cases, you do not need to shut down your facility. If it has been seven days or more 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. If the Index was in your facility less than seven days ago, follow the [CDC Guidance for Cleaning and Disinfecting](#).

WHEN CAN YOU OR YOUR EMPLOYEES RETURN TO WORK

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, 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 if they remain asymptomatic. **A COVID positive person cannot “test out” of isolation; isolation is mandatory.**
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 15 minutes over a 24-hour period starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of isolation. **The reason this time period is extended is to ensure if the person was infected, the virus has run its course.**
 - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
 1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 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 for 14 days after last exposure.
 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 and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.