



GUIDANCE FOR BUSINESSES WITH A COVID POSITIVE EMPLOYEE

OCTOBER 20, 2020

PRESENTED BY

UNCAS HEALTH DISTRICT

How to respond if employee tests positive for COVID

- **Q:** I have an employee who tested positive, what is required of that employee?
- **A:** A COVID-19 **positive** employee should not return to work until after completing a 10-day self-isolation. Self-isolation starts on either the symptom onset date **OR** if the COVID-19 positive employee is asymptomatic (shows no symptoms) the self-isolation start date would be ***the day the test was collected***.
 - Example:** **1)** Symptoms start 10/1, self-isolation ends 10/11 (a full 10 days). The individual can come out of isolation on 10/12 (Day 11). In order to return to work on 10/12, the employee must be fever free for the final 24 hours without the use of fever-reducing medication.
 - 2)** If employee gets tested on 10/5 and it comes back positive for COVID-19, but the employee has no symptoms the individual can come out of self-isolation on 10/15 (a full 10 days). In order to return to work on 10/16, the employee must be fever free for the final 24 hours without the use of fever-reducing medication.
- **Q:** What if the employee develops symptoms during quarantine?
- **A:** If during the quarantine the employee develops symptoms, ***self-isolation*** would start on that day and would continue until 10 days is complete. As long as the symptoms have improved and there has been no fever within the last 24 hours of the additional 10 days, he/she may return back to work.

ALL employees that had *close contact are required to get tested.

- **Q:** My employee went to get a COVID-19 test due to being identified as a close contact, does that employee have to stay home until they get the result?
- **A:** If an employee got tested due to having a *known exposure to a positive/confirmed case*, then YES. The incubation period is 2-14 days after exposure. A person could test positive/develop symptoms at any point from 2 days to 14 days after their **MOST RECENT** exposure to a positive/confirmed case. Staying home under these circumstances is warranted. The employee(s) that are identified as a *close contact of a *confirmed case* need to quarantine for 14 days from most recent exposure to the confirmed case –

EVEN IF YOU TEST NEGATIVE.

About 40% of all positive tests in CT have been in people that have been asymptomatic (shows no symptoms). Regardless it is still important to have employee(s) complete the 14-day quarantine.

If an employee simply gets tested because he/she is curious and has **NOT** been identified as a close contact with a confirmed case, then it is not necessary for that employee to stay home.

- * **A close contact is defined as being within 6 feet of a confirmed case for 15 minutes or more with OR without PPE – Personal Protective Equipment (face masks, shields, gloves, etc). The fifteen minutes is not just one 15-minute period – it can be cumulative such as being within 6 feet for a few minutes, several times throughout a shift.**

QUARANTINE – WHAT IS IT? WHAT DO I DO?

YOU WILL GET LOTS OF QUESTIONS FROM EMPLOYEES REGARDING WHAT TO DO AFTER THEY HAVE A TEST. AGAIN IT IS VERY IMPORTANT TO COMPLETE THE 14 DAY QUARANTINE!

Q: What is quarantine?

A: Quarantine is used for those individuals who are identified as being a close contact of a positive/confirmed case. These individuals have been exposed to COVID-19, but do not have the virus. They have the *potential* to develop symptoms and become positive 2-14 days after they have been exposed.

WHAT SHOULD THE EMPLOYEE DO DURING QUARANTINE

Q: What do I do during quarantine?

A: The individual should check his/her temperature at least once per day, but twice is even better and should track their symptoms. When the contact tracer calls, they will be asked what their last temperature was and if their symptoms are better, worse or the same.

The individual should remain home; wear a mask when coming out of their room and only leave home for medical evaluation.

WHAT IF AN EMPLOYEE DEVELOP SYMPTOMS DURING QUARANTINE?

Q: What if I develop symptoms during quarantine?

A: You would then begin to self-isolate for 10 days from the day your symptoms start.

Example: Day 5 of your quarantine you develop a fever, your self-isolation would begin on this day (Day 5) and until Day 15. As long as your symptoms have improved and do not have a fever within the last 24 hours of Day 15, your quarantine will end on Day 16.

WHAT IS SELF-ISOLATION?

Q: What is self-isolation?

A: Self-isolation is a term used when a person is identified as a positive/confirmed case. Self-isolation begins with either the symptom onset date OR if the COVID-19 positive employee is asymptomatic (shows no symptoms) then the isolation start date would be ***the day the test was collected***.

Example: Symptoms start 10/1, then self-isolation ends 10/11 (Day 10). The individual can come out of self-isolation on 10/12 (Day 11) **OR** test is performed on 10/1 (without symptoms). The self-isolation would end on 10/11 (Day 10) and the individual can come out of self-isolation on 10/12 (Day 11) as long with either scenario the employee has had no fever within the last 24 hours without the use of a fever-reducing medication.

WHAT DO I DO IF AN EMPLOYEE CALLS OUT WITH SYMPTOMS AND HAS HAD NO CLOSE CONTACT WITH A POSITIVE CASE?

An employee calls out sick claiming to have symptoms of COVID-19 (fever 100.4 or higher, chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste of smell, etc.) and has had no close contact or has not been identified as a close contact of a positive case what happens?

If they get a test and it comes back:

POSITIVE – employee needs to isolate for 10 days from onset of symptoms

NEGATIVE – employee returns to work after no symptoms for 24 hours and should have a medical note providing an alternative diagnosis.

NO TEST TAKEN – Employee needs to isolate for 10 days or may return earlier with a note from a health care provider

PLEASE REMEMBER.....

**TO COME OUT OF SELF-ISOLATION YOUR
SYMPTOMS MUST BE IMPROVING AND YOU MUST
BE FEVER FREE FOR THE FINAL 24 HOURS
(WITHOUT TAKING FEVER-REDUCING MEDICATION)**

PERSON A	PERSON B	PERSON C	PERSON D
<p>Any person who tests positive for COVID-19.</p> <p><u>With Symptoms</u></p> <p>Isolation until <i>ALL</i> of the following have been met:</p> <ul style="list-style-type: none"> 10 days since symptoms first appeared 24 hrs since last fever (without use of medication) Symptoms have improved <p><u>Without Symptoms*</u></p> <p>Isolation until ALL of the following have been met:</p> <ul style="list-style-type: none"> 10 days have passed since positive test date Person has monitored health daily and shows no symptoms <p><small>*PCR test recommended for individuals without symptoms</small></p>	<p>Any person who lives in the same household as a person who has tested positive for COVID-19.</p> <p><u>With Symptoms</u></p> <ul style="list-style-type: none"> Isolate immediately Get tested Follow guidelines for Person A <p><u>Without Symptoms</u></p> <ul style="list-style-type: none"> Quarantine immediately Monitor health daily Quarantine for 14 days past <i>last exposure</i>. This may be 14 days after the positive household member has recovered. Remain in quarantine for 14 days even if tested with negative result If symptoms develop, contact Primary Care Provider 	<p>Any person with close contact (within 6 ft for 15 mins or more) to a person who has tested positive for COVID-19.</p> <p><u>With Symptoms</u></p> <ul style="list-style-type: none"> Isolate immediately Get tested Follow guidelines for Person A <p><u>Without Symptoms</u></p> <ul style="list-style-type: none"> Quarantine immediately Monitor health daily Quarantine for 14 days past <i>last exposure</i> Remain in quarantine for 14 days even if tested with negative result If symptoms develop, contact Primary Care Provider 	<p>Any person who has been in close contact with person B or C (i.e. someone who has been exposed).</p> <p>NO QUARANTINE OR ACTION REQUIRED AT THIS TIME.</p>



EMPLOYEE RESPONSIBILITY:

- Employees who have COVID-19 symptoms (i.e, fever, cough, or shortness of breath) should notify their supervisor PRIOR to coming into work and stay home.
- If symptoms start upon arrival or during the workday, said employee should immediately be separated from other employees, customers, vendors and sent home.
- Sick employees should not return to work until cleared to do so following the above guidelines.
- Employees who are well but who have a sick family member at home with COVID-19 should immediately notify their supervisor and follow the close contact guidelines as noted above.
- **PROTECT OTHER EMPLOYEES** - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure but maintain confidentiality as required by **HIPAA**.

EMPLOYER RESPONSIBILITY:

- Confirm that each employees attests to experiencing no COVID-19 symptoms upon arrival for their shift. This would include no temperature of 100.4 or greater, shortness of breath, chills, uncontrolled new cough, difficulty breathing, loss of smell and taste. Monitoring can be done using a dated log kept to track temperature and symptoms.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure but maintain confidentiality as required by **HIPAA**.
- Perform enhanced cleaning and disinfection after person(s) suspected or confirmed to have COVID-19 in your facility.
- Ensure that all employees, including front of the house staff, are required to properly wear a facemask or other cloth face covering that completely covers the nose and mouth. Employees that cannot wear a mask due to a medical condition **MUST** provide documentation to their employer
- Employers are responsible for providing personal protection to their employees
- All customers are required to bring and wear facemasks or other cloth face covering that completely cover the nose and mouth. Businesses have the right to refuse service to an individual who is not wearing a mask
- Please download the restaurant sector rules at https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery-Sept-17-updates/IndoorDining108.pdf