Tips for the Workplace

• Take temperature daily
• Encourage staff to stay home when sick.
• Consider a flexible leave benefit to allow employees to take time to be home when sick, take care of someone who is ill, or who is concerned about becoming sick.
• Evaluate teleworking policies; determine who must be in office and who can do their job from home.
• Clean and disinfect high traffic areas including doorknobs, light switches, etc.

If an employee comes into work sick

• Have them leave work immediately.
• Encourage them to follow up with their doctor or healthcare provider for further guidance and assessment (see Steps to Take If You Are Sick).

If an employee is tested for COVID-19

• The employer will not be notified by a healthcare provider or public health staff member if one of their employees is tested for COVID 19.
• The healthcare provider will instruct the employee to self-isolate at home until the test results come back.

Testing Procedures for COVID-19

If the test comes back negative for COVID-19

• The employee can resume normal daily activities without restriction of movement assuming they are not still exhibiting symptoms.
• Encourage the employee to remain home while sick. Rule of thumb for fever is fever-free for a minimum of 72 hours without taking fever-reducing medications (e.g., Tylenol, Advil).

If the test comes back positive for COVID-19

• A public health official will contact the employee to provide further guidance on restrictions. The employee is not to leave the house without the authorization of a public health official.
• A public health official will ask the employee for a list of close contacts since the onset of the illness.
  - The information needed will include people they were in contact with as well as any public places they visited.
• Once the contact information is obtained, public health officials will begin notifying these individuals, and if necessary, locations of possible exposure.
  - Employers will be notified by public health if one of their employees test positive.
• All close contacts will be required to self quarantine, stay home and avoid public places for 14 days under the guidance of a public health official.
• Public health officials will work with the employee to determine when they can leave their home and resume normal daily activities without restriction.

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