COVID-19 Guidance

EMPLOYERS Workplace Safety

Prevent COVID-19 Transmission in the Workplace

- [ ] Follow current workplace guidance from Georgia Department of Public Health.
- [ ] Educate employees about COVID-19 prevention.
- [ ] Encourage employees with COVID-19 symptoms to stay home.
- [ ] Ensure employees report their positive COVID-19 test results to human resources or occupational health as soon as possible.

What to do When an Employee Has a Positive COVID-19 Test

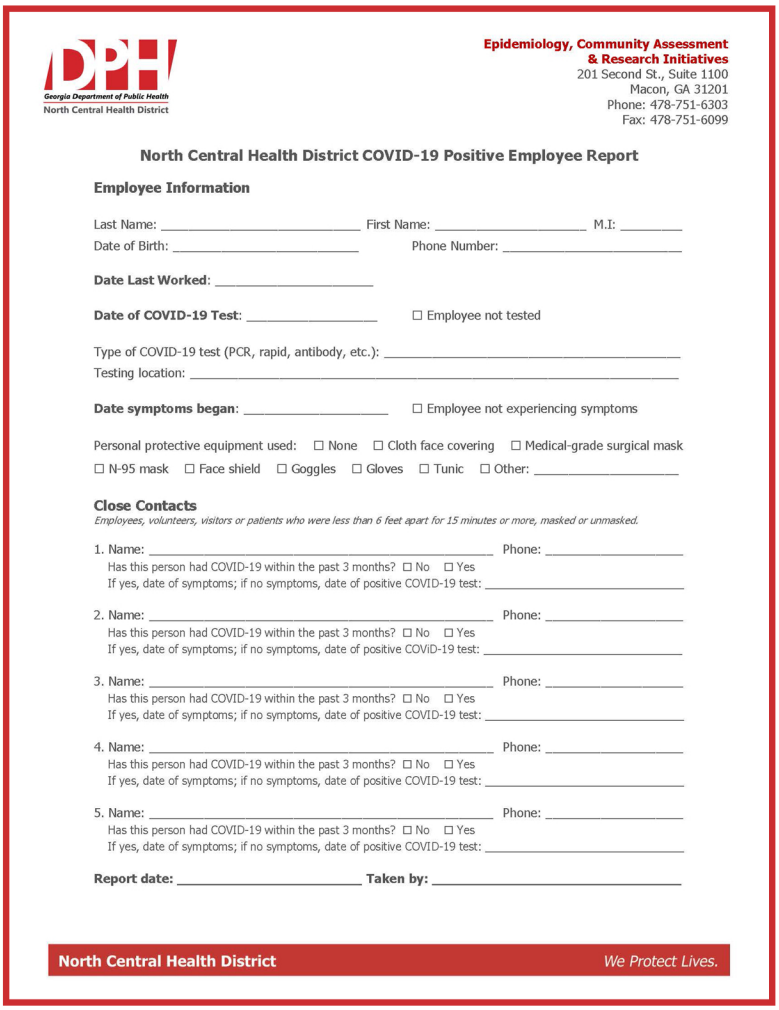
- [ ] Immediately send COVID-19 positive employee home.
- [ ] Clean & disinfect the areas where the COVID-19 positive employee worked. Follow CDC standards for disinfection and focus on high-touch surfaces (door handles, keyboards, etc.).
- [ ] Collect COVID-19 positive employee's information to help identify contagious time period, close contacts and date the employee can return to work.
- [ ] Determine COVID-19 positive employee's contagious time period.
- [ ] Comunicate when COVID-19 positive employee can return to work.
- [ ] Notify and discuss quarantine with all COVID-19 positive employee's close work contacts.
- [ ] Communicate when close work contacts can return to work.
- [ ] Contact local Public Health if 15% or more of workforce tests positive for COVID-19.
- [ ] Consider business closure for brief time for enhanced cleaning & disinfection and staff quarantine if necessary.

COVID-19 is an immediately reportable illness by law.

If 15% or more of your workforce has tested positive for COVID-19, you could have substantial spread of COVID-19 in your business and may need additional guidance from Public Health. Contact your local North Central Health District Epidemiologist at **nchd.epi@dph.ga.gov.**

NOTE: If you operate a congregate setting (daycare, long-term care facility, shelter, day program, rehabilitation facility, jail, etc.), Public Health should be called immediately upon any suspected COVID-19 illness. Do not wait for test results. A single case of COVID-19 in a congregate setting is considered an outbreak and must be reported immediately to prevent spread.

Gather Information From COVID-19 Positive Employee



Georgia Department of Public Health
North Central Health District

Epidemiology, Community Assessment & Research Initiatives
201 Second St., Suite 1100
Macon, GA 31201
Phone: 478-751-6303
Fax: 478-751-6099

North Central Health District COVID-19 Positive Employee Report

Employee Information

Last Name: _____ First Name: _____ M.I: _____
Date of Birth: _____ Phone Number: _____

Date Last Worked: _____

Date of COVID-19 Test: _____ ☐ Employee not tested

Type of COVID-19 test (PCR, rapid, antibody, etc.): _____
Testing location: _____

Date symptoms began: _____ ☐ Employee not experiencing symptoms

Personal protective equipment used: ☐ None ☐ Cloth face covering ☐ Medical-grade surgical mask
☐ N-95 mask ☐ Face shield ☐ Goggles ☐ Gloves ☐ Tunic ☐ Other: _____

Close Contacts
Employees, volunteers, visitors or patients who were less than 6 feet apart for 15 minutes or more, masked or unmasked.

1. Name: _____ Phone: _____
Has this person had COVID-19 within the past 3 months? ☐ No ☐ Yes
If yes, date of symptoms; if no symptoms, date of positive COVID-19 test: _____

2. Name: _____ Phone: _____
Has this person had COVID-19 within the past 3 months? ☐ No ☐ Yes
If yes, date of symptoms; if no symptoms, date of positive COVID-19 test: _____

3. Name: _____ Phone: _____
Has this person had COVID-19 within the past 3 months? ☐ No ☐ Yes
If yes, date of symptoms; if no symptoms, date of positive COVID-19 test: _____

4. Name: _____ Phone: _____
Has this person had COVID-19 within the past 3 months? ☐ No ☐ Yes
If yes, date of symptoms; if no symptoms, date of positive COVID-19 test: _____

5. Name: _____ Phone: _____
Has this person had COVID-19 within the past 3 months? ☐ No ☐ Yes
If yes, date of symptoms; if no symptoms, date of positive COVID-19 test: _____

Report date: _____ **Taken by:** _____

North Central Health District *We Protect Lives.*

Use the COVID-19 Positive Employee Report included in this document to record:

- Full name
- Date of birth
- Phone number
- Date last worked
- Date of COVID-19 test
- Type of COVID-19 test
- Testing location
- Date symptoms began
- Personal protective equipment used
- Names and contact information for any employees, volunteers, visitors or patients who may have had close contact with the COVID-19 positive employee, masked or unmasked, for 15 minutes or more cumulatively

Returning to Work After COVID-19

A COVID-19 positive employee must meet the following criteria to be considerd "non-contagious" before they are allowed to return to work.

- If the COVID-19 positive employee **did not experience symptoms**
  Employee may return to work once 10 days have passed since first positive test.
- If the COVID-19 positive employee **experienced symptoms**
  All of the following criteria must be met before returning to work:

☐ 10 days have passed since symptoms started

AND

☐ The employee reports no fever for 24 hours without the use of fever-reducing medication

AND

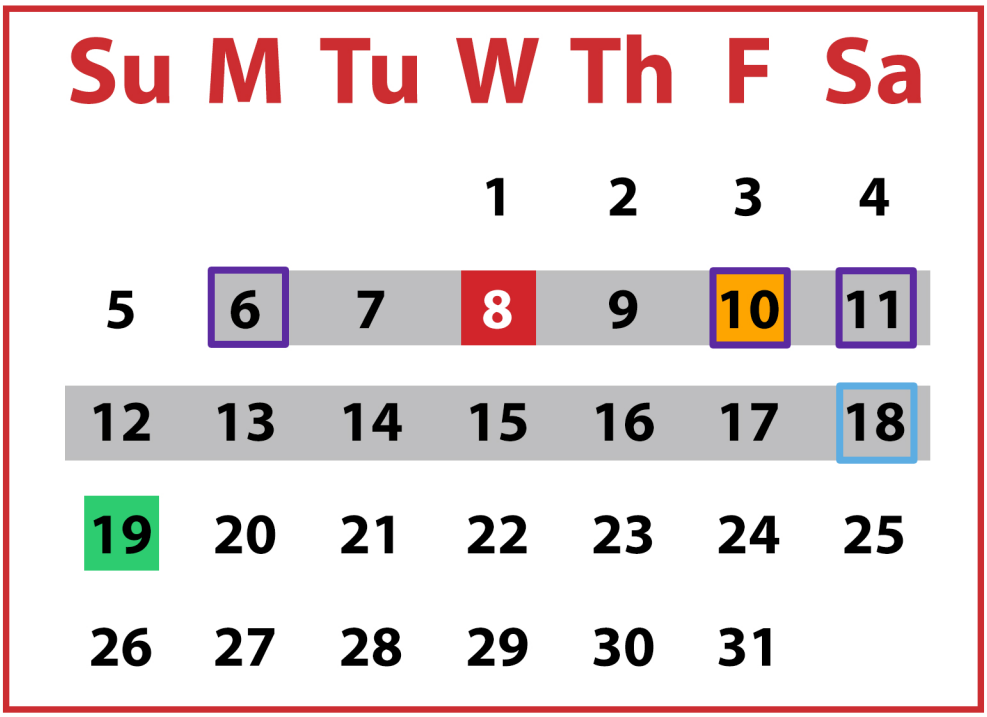
☐ The employee's symptoms have improved

NOTE: The Department of Public Health and North Central Health District DO NOT support any test-based return to work policies.

Identifying a COVID-19 Positive Employee's Contagious Period

Use the date symptoms began **OR** the date of the employee's positive test to identify their contagious period. You can determine the contagious period by marking the date symptoms started (or date of the positive test if there are no symptoms) then count two days before and at least 10 days after the selected date.

Identify Contagious Period and Return Date Using Calendar



Contagious Period

- Felt sick
- Positive COVID-19 test
- Days worked
- No fever with improved symptoms
- Return to work

REMEMBER:

All of the following criteria must be met before returning to work:

- ☐ 10 days have passed since symptoms started

AND

- ☐ The employee reports no fever for 24 hours without the use of fever-reducing medication

AND

- ☐ The employee's symptoms have improved

Importance of Identifying Close Contacts of COVID-19 Positive Employee

COVID-19 is a highly contagious illness that spreads easily among groups of people in close contact. Close contacts have a high likelihood of exposure to the virus that causes COVID-19 and those individuals must quarantine for 14 days* from their last interaction with the COVID-19 positive employee during that employee's contagious period to avoid spreading the illness to others.

* Close contacts who have had a COVID-19 infection within three months of any new exposure do not need to quarantine. Close contacts who were sick with COVID-19 more than three months ago should follow quarantine recommendations for contacts.

More Information on Close Contacts

Close contacts who were wearing ALL necessary personal protective equipment while interacting with a COVID-19 positive employee are not considered exposed and do not need to be quarantined. All PPE includes a surgical gown, N-95 or higher respirator or surgical mask, face shield or goggles and gloves.

If your workforce is designated as essential by the Department of Homeland Security, the CDC guidance has special considerations for staffing shortages.

What is a Close Contact?

Any employee, volunteer, visitor, patients or other individual, masked or unmasked, who came within 6 feet of a COVID-19 positive employee for a cumulative 15 minutes or more during the employee's contagious period is considered a close contact.

When Should a Close Contact Get a COVID-19 Test?

- Close contact of a COVID-19 positive employee **not experiencing symptoms**:
  The Georgia Department of Public Health recommends one COVID-19 test on day 10 of a close contact's quarantine. The incubation period of the virus is up to 14 days. Testing is recommened on day 10 of quarantine because it can take up to 10 days after exposure for the virus to produce a positive test result in people not experiencing symptoms.
- Close contact of a COVID-19 positive employee **experiencing symptoms**:
  Individuals should speak with their physician or other healthcare provider about testing.

NOTE: Close contacts who have had a COVID-19 infection within three months of any new exposure do not need to be retested for COVID-19.

Even if a close contact's test results are negative for COVID-19, they should fully complete the 14-day quarantine to help prevent the spread of COVID-19 in our community.

Additional Resources

Department of Public Health

- COVID-19 Guidance: dph.georgia.gov/dph-guidance
- North Central Health Distict COVID-19 page: nchd52.org/coronavirus
- NCHD Social Media: @NCHD52 on Facebook, Twitter & Instagram

Centers for Disease Control & Prevention

- Workplace Guidance: cdc.gov/coronavirus/2019-ncov/community/index.html
- COVID-19 Prevention: cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
- COVID-19 Symptoms: cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- Cleaning & Disinfecting: cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/
- Mitigating Healthcare Staff Shortages: cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html

Other

- Critcal Infrastructure Guidance: cisa.gov/publication/guidance-essential-critical-infrastructure-workforce
- EPA Disinfectant List: epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

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Email completed form to nchd.epi@dph.ga.gov