

STEPS WHEN AN EMPLOYEE HAS COVID-19

1. Instruct employee to go home or stay home.



2. Protect employee by not sharing their information unless they give permission. Begin gathering records including:

- When symptoms began
- When the positive test was taken
- When the employee last worked
- Who may have been exposed*or affected**

Although not required, at times a pause in operations is helpful to assess risk. Public Health staff will conduct an investigation with the positive case and gather information from them to help determine if they worked while contagious***.



3. If it has been less than 7 days since the employee has been in the facility, temporarily close area where employee worked until cleaning is completed. Wait 24 hours or as long as practical before conducting deep cleaning of area where employee worked and may have been (breakrooms, restrooms, hallways) with EPA- approved cleaning agents.

If it has been more than 7 days since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.



4. Contact Local Public Health to help you assess the situation and next steps. COVID-19 Business Liaison at 541-383-6717 Communicable disease line at 541-322-7418

5. Cooperate with Deschutes County Public Health COVID-19 response team to identify and provide contact information for any persons exposed at the workplace.



6. Public Health will contact exposed employees and provide them with written documentation on how to self quarantine for 14 days from exposure and, assuming they do not begin to show symptoms, when they are able to return to work and other normal activities.

In some cases DCPH may ask businesses to directly notify exposed* close contacts identified from workplace exposures and if so, will provide information to share.
New OSHA rules also require notification to employees who may have been affected**.



7. At this time, testing of people without symptoms is not generally recommended and should not be used as a condition for employment. If you decide to implement a testing plan, please work with public health to determine how best to implement comprehensive testing and what results mean. Timing of testing after is exposure will have an affect on how accurate results may be. A negative test will NOT release individuals from quarantine early.



8. Issuing a public notice is generally not required, however, OHA publishes outbreaks from employers with more than 5 cases and more than 30 employees.

EMPLOYEE CAN RETURN TO WORK WHEN:

At least 10 days have passed since start of symptoms (or since first positive diagnostic test if person is asymptomatic)

AND

At least 24 hours since last fever without use of fever-reducing medications

AND

Other symptoms have improved

Employers should not require employee to provide a negative COVID-19 test result or healthcare provider's note to return to work.

IF AN EMPLOYEE...



Has any severe symptoms: Advise them to seek medical attention immediately.



Has any health-related questions or concerns: Have employee contact their healthcare provider.



Has other other general questions about COVID-19, or would like information about community resources: Central Oregon Covid-19 Hotline: 541-699-5109

PREVENTION

- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or telework (if possible).
- ✓ Emphasize face coverings and hand hygiene.
- ✓ Perform routine environmental cleaning.
- ✓ Plan for infectious disease outbreaks in the workplace.
- ✓ Encourage employees to maintain safe practices while on their own time.
- ✓ Ensure your business is following all general and sector specific guidelines.

*Individuals are considered "exposed" are those who were within 6 feet for more than 15 minutes (within a 24 hour period) of the positive individual during their contagious period.
 ** Individuals are considered "affected" if they have not had close contact with the contagious individual but may have shared spaces including hallways, bathrooms, breakrooms etc. with the positive individual during their contagious period.
 ***Contagious period is 48 hours before symptoms began OR 48 hours before the positive test was collected if the individual is asymptomatic AND continues for at least 10 days after symptoms started or the positive test was collected.

BUSINESS RESOURCES



HEALTH SERVICES