

STEPS WHEN AN EMPLOYEE HAS COVID-19

1. Instruct employee to go home or stay home.

2. Protect employee by not sharing their information with other employees 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 had a Close Contact Exposure* to a positive case during their Contagious Period**.

Although it is not required, at times, a pause in operations is helpful to assess the situation.

3. If it has been less than 3 days since the employee has been in the facility, temporarily close area where employee worked until cleaning and disinfection is completed.

If it has been more than 3 days since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

4. Call the Deschutes County Health Services (DCHS) COVID Hotline at **541-699-5109** to notify us of the situation. You will be connected with a COVID Business Outreach Team Member who will answer your questions, help you navigate the situation, and determine a course of action.

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. Work with the COVID Business Outreach Team to determine Isolation*** time periods and subsequent return to work dates. **In some cases, DCPH may ask businesses to directly notify workplace exposed close contacts* and if so, will provide information to share with staff or clients.** OSHA rules also require notification to employees who may have had a close contact exposure. [Employer Notification Tool](#) (osha.gov)

7. Close contacts should be encouraged to obtain testing 5 days after the last known exposure to a confirmed or presumptive case. 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.

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.

***Close Contact Exposure:** Individuals who were within 6 feet of a COVID positive individual (mask or no mask) for more than 15 minutes (within a 24 hour period) during their contagious period** are considered to have had a Close Contact Exposure.

****Contagious Period:** The Contagious period begins 48 hours before symptom onset or 48 hours before the positive test was collected (if the individual is asymptomatic) and continues through the end of the 5 day Isolation period.

*****Isolation:** For a COVID Positive Person (regardless of vaccination status)

- Isolate (stay home) for 5 days
- If you have no symptoms or your symptoms are resolving, after 5 days you can return to normal activities
- Wear a high quality and well-fitting mask around others for 10 days.
- If you have a fever, continue to stay home until 24 hours after fever is gone.

Regardless of vaccination status or prior infection with COVID 19: individuals should watch for COVID-19 like symptoms for 10 days after their last exposure and should stay home and get tested if they develop symptoms.

VACCINATION

Encourage your Employees to be **Up to Date** on vaccination.

A booster shot enhances or restores protection against COVID-19

Up to Date

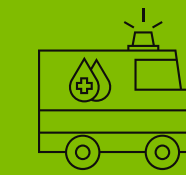
- Have been boosted
- Or have completed doses of Pfizer or Moderna vaccine within the last 5 months
- Or have completed the J&J vaccine within the last 2 months

Employee can return to work when their Isolation period is over

[Did you test positive for COVID-19? \(egov.com\)](#)

CERTAIN BUSINESSES, SUCH AS HEALTH CARE PROVIDERS, LONG TERM CARE FACILITIES, K-12 SCHOOLS AND DAYCARES HAVE SPECIFIC GUIDANCE THAT DIFFERS FROM THE GENERAL BUSINESS AND GENERAL PUBLIC INFORMATION PRESENTED IN THIS INFOGRAPHIC

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: DCHS COVID-19 Hotline: 541-699-5109

PREVENTION

- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or remote work (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.

BUSINESS RESOURCES



HEALTH SERVICES