

# BUSINESS FACTSHEET

## Guidelines and Recommendations for COVID-19 Response



Vilas County Public Health Department is providing this document as guidance for businesses. Below is a grid of scenarios and recommendations for each. Please consult the Wisconsin Economic Development Corporation (WEDC) and the Centers for Disease Control (CDC) for more specific best practices as they relate to social distancing measures, environmental and employee precautions, disinfecting, etc. This document is not intended for health care.

### I HAVE AN EMPLOYEE WHO TESTED POSITIVE FOR COVID-19

#### **Do I need to contact Vilas County Public Health Department about this employee?**

No, you do not need to contact us. You will need to follow the CDC guidelines under *Reduce Transmission among Employees*. This section discusses what to do with employees experiencing symptoms and those that have tested positive. (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)

#### **Do I need to shut down my facility if the employee was at the facility while contagious?**

No, you do not need to shut down, but you do need to clean which might mean closing areas of the workplace for about 24 hours. See “How do I need to clean my facility...” (below) for more information.

#### **What steps should I take after an employee of my facility tests positive for COVID-19?**

Follow CDC guidelines for cleaning your facility. When possible, do not reopen until cleaning has been completed. Do not allow employee testing positive or other employees with close contact to come to work. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

#### **How do I need to clean my facility after an employee tested positive for COVID-19 and was at work while contagious?**

If an employee tested positive for COVID-19 and worked while contagious, it is recommended to thoroughly clean this space using EPA-approved disinfectants effective against COVID-19. According to CDC, the following cleaning and disinfecting should be performed in your facility:

- Close off areas used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
  - Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

### When can an employee with a positive COVID-19 test return to work?

Employees with a positive test may return to work when they meet the following criteria:

- They have been fever-free for 24 hours, and
- Their respiratory symptoms are improving, and
- It has been at least 10 days since their symptom onset, or
- If the person had no symptoms, they may return 10 days after they were tested

## I HAVE AN EMPLOYEE WHO HAD CLOSE CONTACT TO SOMEONE WHO TESTED POSITIVE FOR COVID-19

### When can an employee that has had close contact to COVID-19 return to work?

Close contact is defined as being within 6 feet of an infected person for a prolonged period (15 minutes or more) starting from 48 hours before illness onset. Employees that have been exposed to a COVID-19 positive person may return to work when they meet the following criteria:

- Self-isolated for 14 days from last contact with a sick person and have had no symptoms
- If develop symptoms during self-isolation period, employees must stay home and avoid others until:
  - they have been fever-free for 24 hours (without the use of fever-reducing medications),
  - their symptoms improve,
  - AND it has been 10 days since their first symptoms.

Employees do not need a clearance letter before returning to work. Vilas County Public Health Department works with people who have been in contact with someone with COVID-19 to determine when they can return to work based on the criteria above and provides this information in the work exclusion letter.

## COVID-19 SCENARIOS AT THE WORKPLACE

Employee Scenario	Policy	Return to Work Requirements
<p><b>A. Employee has no symptoms (asymptomatic) and has tested positive for COVID-19</b></p>	<p>Do not allow employee to come to work. If needed, arrange for delivering paycheck to employee.</p> <p>Employee shall stay home and monitor for symptoms. If the employee has no symptoms, they can return 10 days after they were tested.</p> <p>If during the 10 days the employee becomes symptomatic, then they must continue to stay home for at least 10 more days from the date of the symptom onset and meet all the following before returning to work:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol>	<p>Doctor's note or Public Health release NOT required to return to work.</p>
<p><b>B. Employee is sick with symptoms of COVID-19, but has not yet been tested</b></p>	<p>Do not allow employee to come to work. If needed, arrange for delivering paycheck to employee.</p> <p>Recommend employee be tested. Employee shall stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol> <p>If employee is tested, stay home until test results return. Follow Scenario D or E, depending on test results.</p>	<p>Doctor's note or Public Health release NOT required to return to work.</p>
<p><b>C. Employee is sick with symptoms of COVID-19, has been tested but not yet received the test results</b></p>	<p>Do not allow employee to work. If needed, arrange for delivering paycheck to employee.</p> <p>Stay home until test results return. Follow Scenario D or E, depending on test results.</p>	<p>Doctor's note or Public Health release NOT required to return</p>
<p><b>D. Employee is sick with symptoms of COVID-19, has been tested and test results came back <i>negative</i></b></p>	<p>Employee does not have COVID-19. Follow standard employee illness protocols for returning to work.</p> <ul style="list-style-type: none"> <li>• Example: 24 hours fever-free, or 48 hours after last episode of vomiting or diarrhea, or when on</li> </ul>	<p>A negative lab result or copy of the negative lab result is not required to</p>

	antibiotics for at least 24 hours, or as approved to work by a doctor.	return to work. A doctor's note may be required to return to work based on medical condition and business illness policy.
<b>E. Employee is sick with symptoms of COVID-19, has been tested and test results came back <i>positive</i></b>	<p>Do not allow employee to work. If needed, arrange for delivering paycheck to employee.</p> <p>Employee shall stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol> <p>**Co-workers may be identified as close contacts. Be prepared to fill shifts with those not in contact with positive case.</p>	Doctor's note or Public Health release NOT required to return to work.
<b>F. Employee has been in <i>close contact</i> with someone who shows symptoms but has not been tested</b>	Employee can continue to work and self-monitors symptoms daily.	N/A
<b>G. Employee has been in <i>close contact</i> with someone who shows symptoms and is waiting on test results</b>	Employee can continue to work and self-monitors symptoms daily.	N/A
<b>H. Employee has been in <i>close contact</i> with someone who tested positive for COVID-19 (symptomatic or asymptomatic)</b>	<p>Do not allow employee to work. If needed, arrange for delivering paycheck to employee.</p> <p>Employee must stay home for the full 14 days <u>after last contact with person</u> and no symptoms arise.</p> <p>If symptoms appear, stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol>	<p>Employee may not return until the full 14-day quarantine is complete, even if the employee has a negative COVID-19 test during this time.</p> <p>Doctor's note or Public Health release NOT required to return to work.</p>



<p><b>I. Employee is living with someone who tested positive for COVID-19</b></p>	<p>Do not allow employee to work. If needed, arrange for delivering paycheck to employee.</p> <p>If employee is unable to have <u>complete separation</u> from the person who had a positive COVID test: Self-quarantine for the full 14 days after the person who tested positive ends their isolation.</p> <p>If employee is able to completely separate from the person who tested positive: Self-quarantine for 14 days after last contact with the person who tested positive.</p> <p>If symptoms appear, stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol>	<p>Employee may not return until the full 14-day quarantine is complete, even if the employee has a negative COVID-19 test during this time.</p> <p>Doctor's note or Public Health release NOT required to return to work.</p>
<p><b>J. Employee is a <i>close contact</i> to someone who tested positive for COVID-19 at work.</b></p>	<p>Do not allow employee to work. Arrange for delivering paycheck to employee.</p> <p>Employee shall quarantine for the full 14 days after last contact with person and no symptoms arise.</p> <p>If symptoms appear, stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications)</li> <li>2. Their other symptoms have improved</li> <li>3. It has been at least 10 days since their symptom onset</li> </ol> <p>If employee is tested, stay home until test results return.</p> <p>Follow Scenario D or E, depending on test results.</p>	<p>Employee may not return until the full 14-day quarantine is complete, even if the employee has a negative COVID-19 test during this time. If they become symptomatic, must follow the symptom criteria for returning to work.</p> <p>Doctor's note or Public Health release NOT required to return to work.</p>
<p><b>K. Employee is a <i>close contact</i> to someone who has been exposed to another positive person</b></p>	<p>Employee can continue to work and self-monitors symptoms daily.</p>	<p>N/A</p>
<p><b>L. Employee lives with or cares for someone who is has been exposed to another positive person</b></p>	<p>Employee can continue to work and self-monitors symptoms daily.</p>	<p>N/A</p>



## Definitions

**Asymptomatic:** A person showing no symptoms.

**Close Contact:**

- Someone who was within 6 feet of a COVID-19 positive person (regardless of PPE) for at least 15 cumulative minutes
  - Within infectious period of positive case (starting 48 hours before positive test or illness onset, whichever occurred first)

**Isolation:** To separate a sick person with COVID-19 from people who are not sick. People can end isolation when the following criteria are met:

1. They have been fever-free for 24 hours (without the use of fever reducing medications)
2. Their other symptoms have improved
3. It has been at least 10 days since their symptom onset

**Self-monitor:** An employee shall monitor for the following symptoms daily prior to reporting to work. If an employee has any of these symptoms, they shall stay home, and immediately report to employer:

1. Cough
2. Shortness of breath or difficulty breathing
3. Fever  $\geq 100.4^{\circ}\text{F}$
4. Chills
5. Muscle pain
6. Sore throat
7. New loss of taste or smell

This list is not all-inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

**Quarantine:** To separate and restrict the movement of a person who was exposed to COVID-19 in case they become sick. Most people start their quarantine when they find out about their exposure and can end their quarantine 14 days after the last time they were with the person with COVID-19.