



# Jefferson County Health Department

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## QUESTIONS AND ANSWERS ABOUT AN EMPLOYEE TESTING POSITIVE OR BEING EXPOSED TO COVID-19

At the end of this document is a grid to help you know what actions you need to take for a variety of employee illness scenarios. Please note: this guidance is not intended for health care personnel.

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

#### Do I need to contact Jefferson County Health Department (JCHD) about this employee?

No, you do not need to contact us. You will need to follow the [CDC guidelines](https://www.cdc.gov/media/releases/2020/s0501-covid-19-guidelines.pdf) under Reduce Transmission among Employees. This section discusses what to do with employees experiencing symptoms and those that have tested positive.

#### 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...” for more information. A reason that you may consider temporarily closing your facility would be if you don’t have enough staff to keep the business open due to a high number of staff who were exposed and should be following quarantine and symptom monitoring measures for 14 days.

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

- Follow [CDC guidelines](https://www.cdc.gov/media/releases/2020/s0501-covid-19-guidelines.pdf) 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

### **Do I need to notify customers or clients?**

If the employee with the positive test had close contact (within 6 feet for more than 15 minutes or any physical contact) with any customers or clients, those individuals should be notified. The patient's local health department will work with you to do this. This is required under statute 252.03(1).

### **Does a business with a positive employee need to notify the general public?**

No.

### **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 particulate 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
- Their respiratory symptoms are improving
- It has been at least 10 days since their symptom onset
- If the person never developed any symptoms, symptoms, they may return 10 days after they were tested

Following WI Dept. of Health Services guidelines, we recommend against requiring employees to have a negative COVID-19 test before returning to work. People with COVID-19 may have positive test results for weeks after they recover but are not contagious after they meet the symptom criteria above. Requiring a negative test places an unnecessary burden on the employee and may prevent you from providing services due to extended employee absences.

### **Does an employee need a clearance letter from JCHD before they can return to work?**

No, employees do not need a clearance letter before returning to work. JCHD works with people who have a positive test to determine when they can return to work based on the criteria above and provides documentation of test result and completed isolation measures in the form of a letter, if requested by the employee.

### **What if the employee diagnosed with COVID-19 is asymptomatic? When can they come back to work?**

Employees that are asymptomatic (no symptoms) but had a positive test or diagnosis for COVID-19 should:

- Self-isolate and monitor their health for 10 days.
- If they have no symptoms, they may return to work after 10 days from testing
- If they develop symptoms during the 10 days, they should extend isolation precautions for at least 10 days from the date of symptom onset and must meet the following criteria before returning to work:
  - They have been fever-free for 24 hours.
  - Their other symptoms have improved.
  - It has been at least 10 days since their symptom onset.

## **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 for more than 15 minutes or any physical contact 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-quarantined 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. JCHD 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 as a letter if requested by the employee.

## **GENERAL INFORMATION ABOUT COVID-19 AND THE WORKPLACE**

### **Should I require my employees to be tested for COVID-19 before they can work?**

No, JCHD recommends against requiring employees to be tested before being able to work. A test only tells us if a person has COVID-19 on the day they are tested. Furthermore, JCHD does NOT require negative COVID-19 test result(s) to return to work after testing positive. This is because people with COVID-19 may have positive test results for weeks after they recover but are not contagious after they meet the isolation criteria. Requiring documentation or proof of a test puts an unnecessary burden on staff and delays when an employee is able to start work. As always, any employee who is sick or has symptoms should not be at work.

### **What should an employer do to help prevent the spread of COVID-19 in their facility?**

Employers should:

- Allow employees to work remotely, communicate virtually, and limit in-person meetings and gatherings
- Stagger work schedules and rearrange workspaces to allow physical distancing to be maintained

- Provide employees proper PPE (gloves, masks, etc as defined by job duties and risk of exposure), handwashing supplies, and hand sanitizer
- Have the policies required by the order written for hygiene, cleaning, and protective measures
- Train employees on:
  - their employee illness policy,
  - what the symptoms for COVID-19 are
  - what to do if they test positive,
  - what to do if they were exposed,
  - the importance of frequent hand washing or sanitizing
  - the importance of heightened cleaning and sanitizing protocols
  - the importance of physical distancing
  - when to wear PPE and
  - the proper way to wear PPE.

**What are the symptoms of COVID-19 that I should have my employees self-monitor for prior to coming to work?**

- Cough
- Shortness of breath or difficulty breathing
- Fever  $\geq 100.4^{\circ}\text{F}$
- Chills
- Muscle pain
- Sore throat
- 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.

**Will my business be contacted if one of my employees tests positive?**

JCHD will contact businesses if an employee with COVID-19 was at the worksite while contagious. We will ask you to notify employees who were exposed. We may also ask you for the names, addresses, or phone numbers for employees who had close contact with the employee who tested positive. You are required to comply with these requests under statute 252.03(1).

Due to HIPAA, it is important not to share any unnecessary information on the positive person with other employees from the workplace, but instead provide general information about the employees' exposure and guidance provided by the health department to prevent the spread of the COVID-19. Only discuss with those employees whose exposure has been deemed as a close contact.

### **What is the definition of close contact?**

Close contact is defined as being within 6 feet for more than 15 minutes or any physical contact starting from 48 hours before illness onset. The 15 minutes does not need to be continuous (e.g., 3, 5-minute periods would count) and wearing a cloth face covering does not completely remove the exposure risk when in close contact.

When and how should I clean my facility?

At this time it is strongly encouraged that all businesses clean on a more frequent basis and it is recommended that all high-touch surfaces are cleaned every 2 hours or after every user when possible. The CDC [has information on cleaning in a facility](#).

### **How can JCHD help if we think someone is coming to work sick?**

Employers should NOT allow any person to work when sick as this goes against all [the CDC COVID-19 guidance and may lead to further transmission of illness both at work and in the community](#). We are not performing enforcement on businesses that are allowing people to work when sick; however, if there is a confirmed communicable disease identified for one of the employees, enforcement may be ordered.

### **Does the business with an outbreak need to notify the general public?**

In extreme cases where a large amount of people working in an establishment test positive and close contacts are not easily traceable, JCHD may need to notify the general public that an exposure at that business might have occurred. This would only be done as a last resort.

## **RESOURCES**

- For food operators, review FDA's [What to Do If You Have COVID-19 Confirmed Positive or Exposed Workers in Your Food Production, Storage, or Distribution Operations](#)
- [CDC Factsheet on Cleaning and Disinfecting in a Facility](#)
- Local coronavirus information:
  - [Jefferson County Health Department](#)
  - [JCHD on Facebook](#)
- [Statewide COVID-19 information, data, and resources](#)
- [National COVID-19 information, data, and resources](#)

## COVID-19 SCENARIOS AT THE WORKPLACE POLICIES AND REQUIREMENTS FOR RETURNING TO WORK

Employee Scenario	Policy	Return to Work Requirements
<b>A. Employee has no symptoms (asymptomatic) and has tested positive for COVID-19</b>	<p>Do not allow employee to come to work. 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>	Doctor's note or JCHD release NOT required to return to work.
<b>B. Employee is sick with symptoms of COVID-19, but has not yet been tested</b>	<p>Do not allow employee to come to work. Arrange for delivering paycheck to employee. 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</li> </ol>	Doctor's note or JCHD release NOT required to return to work.

	<p>use of fever reducing medications)</p> <ol style="list-style-type: none"> <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>	
<b>C. Employee is sick with symptoms of COVID-19, has been tested but not yet received the test results</b>	<p>Do not allow employee to work. Arrange for delivering paycheck to employee.</p> <p>Stay home until test results return. Follow Scenario D or E, depending on test results.</p>	Doctor's note or JCHD release NOT required to return to work.
<b>D. Employee is sick with symptoms of COVID-19, has been tested and test results came back negative</b>	<p>Employee does not have COVID-19. Follow standard employee illness protocols for returning to work.</p> <p>Example: 24 hours fever-free, or 48 hours after last episode of vomiting or diarrhea, or when on antibiotics for at least 24 hours, or as approved to work by a doctor.</p>	A negative lab result or copy of the negative lab result is not required to 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 positive</b>	<p>Do not allow employee to work. 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>	Doctor's note or JCHD release NOT required to return to work.



<b>F. Employee has been in close contact 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 close contact 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 close contact with someone who tested positive for COVID-19 (symptomatic or asymptomatic)</b>	<p>Do not allow employee to work. Arrange for delivering paycheck to employee. Employee must stay home 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>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. Doctor's note or JCHD release NOT required to return to work.</p>
<b>I. Employee is living with someone who tested positive for COVID-19</b>	<p>Do not allow employee to work. Arrange for delivering paycheck to employee. If employee is unable to have complete separation 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>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. Doctor's note or JCHD release NOT required to return to work.</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>	
<b>J. Employee is a close contact to someone who tested positive for COVID-19 at work.</b>	<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. Follow Scenario D or E, depending on test results.</p> <p>symptom criteria for returning to work.</p>	<p>Doctor's note or JCHD release NOT required to return to work.</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.</p> <p>If they become symptomatic, must follow the</p>
<b>K. Employee is a close contact to someone who has been exposed to another positive person</b>	Employee can continue to work and self-monitors symptoms daily.	N/A
<b>L. Employee lives with or cares for someone who is has been exposed to another positive person</b>	Employee can continue to work and self-monitors symptoms daily.	N/A

## **Definitions**

### **Asymptomatic:**

A person showing no symptoms.

### **Close Contact:**

Defined as being within 6 feet for more than 15 minutes or any physical contact starting from 48 hours before illness onset or positive test, 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:

- Cough
- Shortness of breath or difficulty breathing
- Fever  $\geq 100.4^{\circ}\text{F}$
- Chills
- Muscle pain
- Sore throat
- 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.

**Notification Procedures:**

Due to HIPAA rules and regulations, we will not disclose a positive case to the entire staff. After a member of JCHD's contact tracing team has interviewed the employee who tested positive, we will determine if any other employees that may have been exposed (close contact) and work with the health department to contact these individuals for quarantining.

If there are multiple positive employees within the workplace, this does not necessarily mean that we have a workplace outbreak. Due to community spread of COVID-19, someone can be exposed in a variety of settings beyond work. Most important to know is that every positive case is reported to the health department, and the health department will contact us if they determine through their tracing if there are workplace exposures and/or if this is a workplace outbreak. We will follow the health department's guidance and recommendations for our workers safety.

**Doctor's note or JCHD release to work not needed**

If an employee tests positive, JCHD recommends against requiring employees to have a doctor's note or a JCHD documentation letter to return to work, as this is an unnecessary burden during an emergency response for a communicable disease like COVID-19.

JCHD also recommends against requiring negative COVID-19 test results before returning to work. People with COVID-19 may have positive test results for weeks after they recover but are not contagious after they meet the symptom criteria above. Requiring negative tests for returning to work places an unnecessary burden on the employer and may prevent employees from providing services due to extended employee absences.

**Thanks to our partners at Public Health Madison & Dane County for providing much of the information for this document.**

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