

# COVID-19



## EMPLOYER/EMPLOYEE GUIDANCE

We at Valley View are here for you and your employees as you navigate the COVID-19 pandemic. By working together, we know that we will be more successful in keeping businesses open and our community healthy.

### WHAT DO I DO IF AN EMPLOYEE REPORTS TO WORK SICK OR GETS SICK AT WORK?

#### ISOLATE > PROTECT > HELP > ASK

- **ISOLATE** the employee immediately.
- **PROTECT** the Employee's Privacy, this is a medical matter.
- **HELP** them figure out how to get home and/or tested without impacting others.
- **ASK** them to call their doctor to get tested. If they do not have a primary care provider, visit [VVH.ORG/PrimaryCare](http://VVH.ORG/PrimaryCare) to find a Valley View provider. All of our practices offer VirtualCare telehealth or in-person appointments. If you would like to arrange care on behalf of your employees, call one of our practices and ask to speak to its manager.



## WHAT DO I DO IF AN EMPLOYEE TELLS ME THAT HE/SHE HAS TESTED POSITIVE FOR COVID-19?

1. Garfield County Public Health will initiate contact tracing with the individual.  
*Do not* notify other employees about the individual's positive test result (this is a private medical matter) or attempt to contact trace yourself.
2. If your place of employment is identified as a location where exposure may have occurred, a member of Public Health will reach out to you directly.  
The Centers for Disease Control (CDC) defines a "contact" or an "exposure" as a person who has been **closer than 6 feet** to a positive person for **more than 15 minutes**, while that positive person is considered contagious. People who are identified as "contacts" are required to quarantine for 14 days.
3. Unless your employee self reports to you as the employer, **you as the employer may or may not be aware if your employee has tested positive**. CDC provides additional precautions for any guidelines in businesses.

## WHO WILL CONTACT ME AS AN EMPLOYER?

As an employer in Garfield County, you will be working directly with **Garfield County Public Health**. However, the lead for the investigation is based on the employee's county of residence, and may be led by Eagle, Pitkin or another county.

## DOES MY BUSINESS NEED TO CLOSE?

Your business may or may not be required to close depending on the contact tracing and level of exposure identified. If a recommendation to close is being considered, Garfield County Public Health will reach out to that business to discuss the concerns and process in detail. Regardless of whether or not a business is asked to close, all businesses should follow CDC Guidelines for Businesses including:

- **If it has been less than 7 days** since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person, clean, sanitize, and disinfect the employee's working area. If practical, wait 24 hours before using or cleaning the area with windows open to minimize other employees being exposed. If waiting 24 hours is not feasible, wait as long as possible.
- **If it has been 7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

## HOW SHOULD I CLEAN AND DISINFECT MY BUSINESS?

The CDC is a good source of information for steps you can take to clean and disinfect your place of business.



## WHAT SHOULD I COMMUNICATE TO MY OTHER EMPLOYEES?

- Determine which additional employees may have been exposed to the virus and may need to take additional precautions.
- **Inform employees** of their possible exposure to COVID-19 in the workplace but **maintain confidentiality** as required by the Americans with Disabilities Act (ADA).
- Consider that employee(s) could potentially be isolating in the near future and **determine impacts to staffing and your operations.**

## WHEN SHOULD MY EMPLOYEE SUSPECTED OR CONFIRMED TO HAVE COVID-19 RETURN TO WORK?

Per the CDC, employers should not require a sick employee to provide a negative COVID-19 test result or healthcare provider's note to return to work. Employees with COVID-19 who have stayed home can stop home isolation and return to work **when they have met one of the sets of criteria articulated by the CDC.** The ability of your business to support the safe and timely return of an employee is important for their livelihood

## WHAT DO I TELL MY CUSTOMERS?

Garfield County Public Health will coordinate with any members of the public who may have been exposed. **Consider your communications strategy** if there is an outbreak at your business.

***Note:** Colorado Department of Public Health and Environment (CDPHE) defines a confirmed outbreak as two or more confirmed cases of COVID-19 in a facility or non-household group, healthcare facility residents, or correctional setting [residents, inmates, detainees, etc.] with onset in a 14-day period, and confirmed outbreaks may be reported publicly.*

If you have additional questions,  
call our Valley View COVID-19  
Community Hotline at 970.384.7632  
Monday thru Friday 8:30 a.m. to 6 p.m.

