



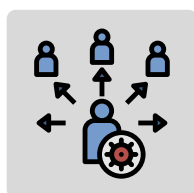
Public Health
Prevent. Promote. Protect.

Fond du Lac County
Health Department

GUIDANCE FOR WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. This new coronavirus had spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Older adults and people of any age who have serious underlying medical conditions may be higher risk for more severe illness. Everyone is at risk for getting COVID-19. Employers should respond in a way that takes into account the level of virus transmission in Fond du Lac County.

WHAT TO DO WHEN A COVID-19 POSITIVE CASE IS IDENTIFIED



Know how COVID-19 is spread

- You can become infected by coming into close contact for a prolonged period of time (10 mins or more) and less than 6 feet apart with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes or talks.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes, but this is not thought to be the main way the virus spreads.



Operations
Plan

Develop an Operations Plan specific to COVID-19

- Create a flexible and supportive employee health policy that allows employees to take care of themselves, family members or others they commonly are in contact with if they test positive for the virus.
- Create an Operations Plan that includes employee health and screenings, PPE, limited services/hours, increased cleaning and disinfection, social distancing and customer/public interaction guidance.
- Consider in your plan the best way to decrease the spread of COVID-19 to lower the impact on your business.
- Helpful resources when creating your plan include: [FCHD website](#), [Envision Greater Fond du Lac](#), [DATCP](#), [CDC Resuming Business Toolkit](#).



Ongoing
Monitoring

Ongoing Monitoring during the COVID-19 Pandemic

- Be prepared to change your business practices.
- Identify alternate supply chains for critical goods and services.
- Talk with the Health Department, other businesses and contacts about your response efforts. Share your best practices to improve community response.
- Determine how you will operate if absenteeism spikes due to sick employees.
- Maintain a healthy work environment.



Positive Employee

What to do when you have an employee test positive for COVID-19

- In most cases, you do not have to shut down your business. You may want to close off any area used for prolonged periods by the sick person for deep cleaning. If feasible, wait 24 hours to reopen areas after known positive and cleaning has occurred.
- Complete a deep cleaning of areas that the known sick employee was at while ill. Also, include all common areas such as bathrooms, break rooms, shared office space such as copier, waitress stations or prep areas.
- Determine which employees may have been exposed to the virus and may need additional precautions.
- Inform employees of the positive case in the business but try to maintain confidentiality.
- Educate employees on steps to stay safe at work during the pandemic.



Role of Public Health

What to expect from Public Health when you have a positive case

- You will receive a call from a public health nurse with the Fond du Lac County Health Department. They will inform you of the positive case.
- Additional questions will be asked such as possible exposure to other employees or customers.
- What steps should be taken within the business due to the positive case such as increased cleaning and disinfection in work areas.
- The public health nurse will explain the need for isolation of the employee who tested positive, meaning they will not be allowed to work. They may also ask you about close contacts within their work space to determine if quarantine is needed for those employees as well.
- A close contact is defined as someone who is closer than 6 feet for more than 10 minutes.
- Isolation is used for positive cases.
- Quarantine is used for close contacts of positive cases.
- The Health Department will provide the employee and close contacts of a positive case with isolation or quarantine orders as well as a return to work letter.
- The Health Department will not release the orders or release to you, the employer. The employee will have copies, this should be sufficient to provide to the employer.

Sources and links for more information:

<https://wedc.org/reopen-guidelines/>

<https://www.envisiongreaterfdl.com/>

<https://www.dhs.wisconsin.gov/covid-19/employers.htm>

<https://www.fdlco.wi.gov/departments/departments-f-m/health-department/covid-19-coronavirus/faqs-resources/businesses>

<https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html>