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. 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 and spreading it. 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.

Fond du Lac County Health Department
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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

- Fond du Lac County will no longer be calling employers directly due to capacity of caseloads.
- If COVID-19 release documentation is needed to verify a return to work date, the person who tested positive can request this on our website.

Close Contacts and Quarantine

- Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. This helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.
- Quarantine is used for close contacts of positive cases. A close contact is defined as someone who is within 6 feet for more than 15 minutes total within a 24 hour time period with a person who has COVID-19.
- A 14-day quarantine remains the safest strategy for preventing asymptomatic spread of the virus. There are alternative options for shortened quarantine periods for those who remain asymptomatic. Testing for early quarantine release of asymptomatic individuals may be limited due to community testing availability See quarantine recommendations here.
- Wearing a face mask or covering while you spend time with someone with COVID-19, even if the person with COVID-19 was also wearing a mask, likely reduces your risk of getting COVID-19, but may not prevent it entirely. Wearing a mask is not a determining factor if you are close contact.
- Additional protective measures, such as partitions, plexi-glass, and barrier shields, help reduce risk of spread, but do not eliminate exposure completely.

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Can Public Health Provide Proof of Isolation and Quarantine Orders to Employers?

- The Health Department will not be issuing letters for isolation or quarantine orders.

What language and communication resources are available?

- Public Health has interpretation services available. Public Health will ask cases what their preferred language is and provide communication and resources in the language requested.
- Isolation and quarantine guidance in English and Spanish is available on the County COVID-19 webpage.
- Additional language and print materials are available at: https://www.dhs.wisconsin.gov/covid-19/resources.htm

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

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