

Quick Glance for Employers: What to Do If There's a COVID Case in the Workplace

When you learn of a positive case:

- Send the employee home.
- Ask the employee by phone when symptoms began, the shifts they worked, and with whom they had close contact. This means anyone who spent 15 minutes or more (cumulative) within 6 feet of the person.
- Notify all workers who were potentially exposed to the individual with COVID-19, maintaining that person's confidentiality (e.g. "We have reason to believe that you have been exposed to someone who tested positive for COVID on (date).")
- If a close contact has been fully vaccinated (two weeks or more since the last shot), and does not have symptoms, then they do not need to quarantine. Monitor for symptoms and refer to testing if symptoms develop.
- Provide quarantine instructions to all close contacts, available on [ShastaReady.org](https://shastaready.org) under "Quarantine and Isolation Instructions." Close contacts who are not fully vaccinated should stay home for 10 days after their last exposure to the patient, get tested, and monitor themselves for symptoms.
- Offer testing on paid time to all employees. Information is available on [ShastaReady.org](https://shastaready.org) under "Get tested," and explain sick leave rights.
- If the case requires hospitalization or has severe symptoms report the case to [Cal/OSHA](https://www.osha-slc.com) within 8 hours of learning about the severity of the illness.

If there are three or more cases in the workplace within a two-week period it is considered an outbreak and must be reported:

- Report the outbreak to Public Health by completing this survey: [Shasta County Business Outbreak Reporting Survey](#). If you have additional cases within 14 days of the first three, please report using this survey: [Online Survey Software | Qualtrics Survey Solutions](#)

Should we close our business?

- This is not required, but businesses should investigate the exposure and do thorough cleaning and disinfection, or if there isn't enough staff to maintain operations. If there are not enough employees to sustain operations, a business may choose to close.

When can an employee return to work?

- A COVID-positive patient can return to work 10 days after symptoms began, **and** if they have been fever-free without medication for 24 hours, **and** symptoms are improved. If they didn't have symptoms, they can return 10 days after the positive test.
- Quarantined people can return to work 10 days after their last exposure to a COVID-positive case.
- Employees do not need to be tested to return to work.

What is a critical worker quarantine order?

- A critical worker quarantine order is reserved for health and safety organizations primarily.

- An organization may request a critical worker quarantine order from Shasta County Public Health when a critical service could not otherwise be provided, i.e. to provide minimum staff in a nursing home or a fire station would otherwise be closed.
- These rare exceptions must be approved and coordinated through Public Health. If you would like to request a critical worker quarantine order please complete this survey: [Shasta County Critical Worker Quarantine Form](#).

Please use this [checklist](#) to ensure you are prepared to respond quickly to an outbreak in the workplace. More information about all of the above items, along with information about sick leave, is available in the [Employer Playbook for a Safe Reopening](#).