The County Public Health Department will contact any San Luis Obispo County resident who tests positive for COVID-19 to provide guidance and next steps, including instructing them and their close contacts to stay home from work to recover and to protect others from getting sick. This situation can be stressful and overwhelming. Please support your employees as they take steps to keep your workplace safe and healthy. This document is based on **CDC's Interim Guidance for Businesses and Employers Responding to COVID-19**.

> **PLEASE NOTE: IF YOU ARE UNCLEAR ABOUT ANY OF THE REQUIREMENTS OR GUIDELINES AS IT RELATES TO EMPLOYEES TESTING POSITIVE FOR COVID-19, IT IS RECOMMENDED THAT YOU SEEK LEGAL GUIDANCE.**

Testing Employees for COVID-19
Employers can offer testing opportunities and encourage employees to get tested. However, employers cannot require employees to get tested for COVID-19. Employers should direct employees to stay home when sick with symptoms commonly associated with COVID-19. Employees who have had symptoms can return to work after three days have passed with no fever (and no fever-reducing medicine), respiratory symptoms have improved, **and** 10 days have passed since onset of symptoms.

Working with Public Health
Employers are not required to ask employees to self-quarantine. The County Public Health Department is notified whenever a resident of San Luis Obispo County tests positive for COVID-19. A contact tracer will notify anyone who has been in close contact with an individual who tested positive. This could include a supervisor or coworkers. If an employee notifies you that they tested positive, you do not need to notify Public Health, but you should begin collecting this important information right away:
- The last day the employee worked; and
- A list of people who may have been in close contact (within less than six feet without a face covering for at least 15 minutes) with the employee while at work.

Upon request, the Public Health Department will provide letters to excuse someone from work or allow them to return to work. The Environmental Health Division will directly follow up with food service facilities.

Identifying Exposed Employees and Next Steps
If an employee notifies you that they tested positive for COVID-19, you are not obligated to notify your staff. You may inform other employees of possible exposure in the workplace *but maintain confidentiality as required by the* **Americans with Disabilities Act (ADA)**; do not disclose the name of the person who tested positive. Follow the **Public Health Recommendations for Community-Related Exposure** and ask potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for **symptoms.**

Minimizing Potential or Additional Exposure of COVID-19
In most cases, you do not need to shut down your workplace. If it has been less than 7 days since the sick employee was there, close any areas used for prolonged periods of time by the employee. Wait 24 hours before cleaning and disinfecting to minimize risk of exposing others. If waiting 24 hours is not feasible, wait as long as possible and open outside doors and windows to increase air circulation. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue to frequently clean and disinfect all high-touch surfaces in the facility.

How can I support employees who are home sick?
Implement flexible sick leave and supportive policies and practices:
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- The Families First Coronavirus Response Act (FFCRA or Act) **requires certain employers** to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
- Employers with fewer than 500 employees are eligible for **100% tax credit** for Families First Coronavirus Response Act COVID-19 paid leave provided through December 31, 2020, to certain limits.
- Employers that do not currently offer sick leave to some or all their employees should consider drafting non-punitive "emergency sick leave" policies.
- Employers should not require a COVID-19 test result but can request a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- Connect employees to employee assistance program (EAP) resources, if available, and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to help them **manage stress and cope.**

When can employees with COVID-19 return to work?
Employees who tested positive for COVID-19 but had no symptoms can return to work after 10 days have passed since their positive test. Employees who think or know they had COVID-19 and had symptoms can return to work after:
- 3 days with no fever (and no use of fever-reducing medicine such as ibuprofen or acetaminophen) **AND**
- Respiratory symptoms have improved (e.g. cough and shortness of breath) **AND**
- 10 days since symptoms first appeared

When can close contacts to someone with COVID-19 return to work?
Close contacts can return to work after 14 days since their last contact with the infected person.

If an employee tests positive, am I obligated to notify staff?
In most cases as an employer, you are not obligated to notify your staff. Individuals who have been in close contact with the infected person will be notified directly by Public Health. If they Public Health Department would like your help notifying others, they will contact you directly

Additional Resources
Businesses and Workplace Resources on ReadySLO.org
CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Diseases 2019
CDC Cleaning and Disinfection for Community Facilities
CDC Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19
County of San Luis Obispo COVID-19 Information