

**IMPORTANT WORKPLACE CDC POSSIBLE COVID EXPOSURE GUIDANCE FOR EMPLOYERS**

This interim guidance may assist in preventing workplace exposures to COVID-19.  CDC has also provided guidance for [critical infrastructure workers who may have had exposure to a person known or suspected to have COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)

**How to Maintain Healthy Business Operations:**

**Separate sick employees:** Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

**What action should I take if an employee is suspected or confirmed to have COVID-19 infection?**

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. In most cases, you do not need to shut down your facility.   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:

•Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

•During this waiting period, open outside doors and windows to increase air circulation in these areas.

• 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.

**Follow the CDC cleaning and disinfection recommendations:**

•Clean dirty surfaces with soap and water before disinfecting them.

•To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2 external the virus that causes COVID-19, and are appropriate for the surface.

•Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

•You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

**Determine which 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)external.

•Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.

**Educate employees about steps they can take to protect themselves at work and at home:** Encourage employees to follow any new policies or procedures related to illness, cleaning, and disinfecting.  Advise employees to:

•Employees should stay home if they are sick, except to get medical care, and to learn what to do if they are sick.  Employee should obtain doctor’s note showing they are placed on quarantined or waiting for COVID test results.

•Employees are required to Inform their supervisor if they have a sick family member at home with COVID-19.  If employee has a sick family member and possible exposure, employee should contact their physician and obtain instructions from their doctor and provide their supervisor a doctor’s note stating they are have been placed on quarantined or waiting on test results.

•Employees should wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available.

•Employees should avoid touching their eyes, nose, and mouth with unwashed hands.

•Employees should cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow.  Employees are required to throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

•Employees should practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.

•Employees should avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible.

•Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others.

**Key times for employees to clean their hands include: ◦ Before and after work shifts**

1. Before and after work breaks
2. After blowing their nose, coughing, or sneezing
3. After using the restroom
4. Before eating or preparing food
5. After putting on, touching, or removing cloth face coverings