



Public Health
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Champaign-Urbana Public Health District
www.c-uphd.org

What to do if an employee tests positive

To expedite Case Investigation and Contact Tracing efforts, CUPHD is asking employees that test positive for COVID to notify their employers so that employers may initiate the process of identifying workplace exposures immediately.

Employers should:

- Identify all workplace exposures (close contacts) of the positive employee:
 - For COVID-19, an exposure is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the case is isolated.
- Inform identified employees of their exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act](#). You cannot disclose the identity of the positive case. You should keep it general and only provide dates.
- Complete the attached “Workplace Contact Sheet Template” and send as an excel file to coronavirus@c-uphd.org CUPHD will follow-up with specific instructions and guidance.
- 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.

When can employees with COVID-19 return to work?

Cases must be isolated for a minimum of 10 days after symptom onset (or test date if asymptomatic) and be fever free for 24 hours (without fever reducing medications) and with improvement of COVID-19 symptoms. Once a person completes isolation, they are considered to be no longer infectious.

When can close contacts to someone with COVID-19 return to work?

People who had close contact with someone with COVID-19 should stay home from work and all other activities for 10 days since the last day they were in contact with the person who tested positive. Quarantine can end after Day 10 without testing and if a person does not have symptoms. For persons that choose this option, CUPHD recommends testing on day 10 and self-monitoring of symptoms through day 14. If symptoms develop at any time, individuals should go for testing immediately. Testing information can be found [here](#).

People can also be released from quarantine if asymptomatic with a negative test collected on day 7 or later in their quarantine.



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Businesses designated as Critical Infrastructure can have employees return to work while they are in quarantine. Criteria for return to work is based on the employee being asymptomatic and 2) is considered essential to operation and the facility could not run without them. They should preferably not return until they are able to test on day 5 of their quarantine and get a negative result back. If you have questions about this, please contact us at 217-239-7877 or coronavirus@c-uphd.org.

Help prevent the spread of COVID-19 in the workplace

You can help prevent the spread of COVID-19 by:

- Screening employees prior to their shift for: fever of over 100.4°F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If any of these are identified, the employee should go for testing and isolate at home until they get their results back.
 - Reassure your employees that they will not face negative consequences for missing work due to illness.
- Ensure employees abide by social distancing guidelines (keeping a distance of 6 feet from others). This should apply to individual work stations, break rooms, conference rooms, designated smoking areas, etc.
- Require employees to wear masks at all times.
- Educate employees on the current levels of community transmission of COVID-19 and activities considered to be high risk for contracting the virus.

References

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

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

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