What steps should we take when an employee tests positive for or is diagnosed with COVID-19?

You should follow this four-step plan when addressing a confirmed COVID-19 case in your workplace:

1. **Isolate/Quarantine Confirmed Employees**
   The infected employee should remain at home until released by a physician or public health official. If a medical note releasing the employee is unavailable, follow the CDC guidelines on when an employee may discontinue self-isolation, which contain specific requirements dependent upon whether the employee tested positive for COVID-19 and the symptoms exhibited.

2. **Address And Isolate Employees Working Near An Infected Co-Worker**
   When engaging in contact tracing, conduct a **6-15-48 review**. You should ask infected employees to identify all individuals who worked in close proximity (within **six** feet) for a prolonged period of time (the current CDC guidance states that "recommendations vary on the length of time of exposure, but **15** minutes of close exposure can be used as an operational definition") with them from the **48**-hour period before the onset of symptoms until the infected employee is cleared to discontinue self-isolation.

   Send home all employees who worked closely with the infected employee for 14 days after last exposure under CDC Guidance to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms (check temperature twice a day, watch for fever, cough, or shortness of breath), avoid contact with high-risk individuals, and follow CDC guidance if symptoms develop.

3. **Clean And Disinfect Your Workplace**
   After a confirmed COVID-19 case, follow the CDC guidelines for cleaning and disinfecting the workplace. Your cleaning staff or a third-party sanitation contractor should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

   If using cleaners other than household cleaners with more frequency than an employee would use at home, ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a

written program in accordance with OSHA's [Hazard Communication](#) standard. Simply download the manufacturer's Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of a Hazard Communication Program.

4. **Notify Your Employees**

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees who work in the location or area where the employee works of the situation. [You can use this model notification to assist with the process](#). You will want to do so without revealing any confidential medical information such as the name of the employee, unless the employee has signed an authorization to disclose their diagnosis; see [samples available in our FP Data Bank](#)). Inform employees of the actions you have taken, including requiring employees who worked closely to the infected worker to go home. Let employees know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms. The failure to notify employees at your location of a confirmed case may be a violation of OSHA's [general duty clause](#), which requires all employers to provide employees with a safe work environment.