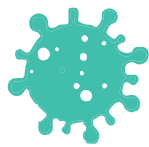


COVID-19 Business Manual



CORONAVIRUS
UTAH.GOV

Responding to COVID-19 in your business

As we loosen restrictions and help the economy, we also increase the risk of COVID-19 spread. We must open things up in a measured and strategic way, to protect both the health of Utahns and our economy.

Our goal is to keep your business open during the pandemic.

The goal of the Utah Department of Health (UDOH) is to help you keep your employees healthy and your business open during the pandemic. We want to help you keep your workplace safe for employees and customers.

COVID-19 spreads very easily and quickly. Even if you and your employees are doing everything right, your business may see cases of COVID-19. The types of prevention measures you take and how much COVID-19 is in your community will also impact your business. It is critical for communities, families, and individuals to take all of the necessary measures they can to lower the spread of COVID-19.

The two most important things you need to know are:

1. What to do if an employee is exposed to COVID-19 or tests positive for the virus.
 2. How to protect your operations, workplace, and employees during the pandemic.
-

COVID-19 is a new disease. We learn more every day about COVID-19 and the best ways to stop it from spreading. We know this can make it very hard for business owners and employees to know what to do. This manual provides public health recommendations to help you make informed decisions about how to protect your business and prevent the spread of COVID-19. Recommendations may change as we learn more about COVID-19. It is important to look at how your business operates and make a plan to make your workplace healthier.

These guidelines are specific to COVID-19, but many are good ideas for you to consider making a permanent part of your business plan. When you are updating your plan, keep in mind the Utah Department of Health has many other resources for your business to help you keep employees healthy and prevent illness in the future. If you are interested in other ways we can help, such as bringing health screenings right to your workplace at no cost to you, you can contact our Workplace Response Team or visit <https://heal.health.utah.gov/worksite-wellness> for more information.

Our goal is to keep every business open during the pandemic.

Healthy customers. Healthy employees. Healthy economy.

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Resources

Healthy customers. Healthy employees. Healthy economy.

The COVID-19 pandemic has taken a tremendous toll on individuals, families, communities, and businesses. Economic activity and health outcomes are tightly connected. Economies thrive when people feel and are safe.

One of the simplest ways to protect lives and livelihoods is by wearing a face mask. Nearly all reputable medical and scientific organizations agree that masks are an effective way to stop the spread of COVID-19.¹ A recent study by the Centers for Disease Control and Prevention showed not only do masks protect other people from getting infected with the virus that causes COVID-19, but that masks can also be protective for the person wearing a mask.² Mask-wearing decreases the number of COVID-19 cases, increases consumer mobility, and increases consumer spending.

Consumer confidence is linked to the number of COVID-19 cases.^{3,4}

Health and economics go hand in hand. Studies show that as the number of COVID-19 cases grow, consumer confidence declines. When consumers feel safe, they are more likely to engage in the economy. People who believe they can protect themselves from the virus while out in public have higher consumer confidence and are more likely to spend discretionary income, especially in industries hit hardest by the pandemic. A study by Franklin Templeton and Gallup showed these individuals are twice as likely to dine out, visit a gym, visit a salon or barbershop, or book a flight as those who do not feel confident they can avoid infection while out in public.

People feel less financially optimistic and are more likely to be cautious when cases are surging. Businesses can play a role in helping consumers feel safe by following public health recommendations, including support of mask wearing. State mask mandates, anticipating extreme consequences from COVID-19, and misperception of the severity of the virus all impact consumer confidence. Following public health guidelines can and will spur economic growth.

Mask mandates positively impact the economy.⁵

A recent study by the University of Utah David Eccles School of Business showed that low COVID-19 case counts and mask requirements positively impact consumer activity. Counties and states which have mask mandates see higher levels of consumer spending than areas which do not have mask mandates. This same study found Utahns were 13% more likely to go to the store if COVID-19 cases fell by 10%. Utahns were also 51% more likely to go to the store if everyone was wearing a mask. Consumer mobility, or the movement within an economy, has a direct tie to how safe consumers feel during the pandemic. Until a vaccine is widely available, supporting mask wearing is the quickest and most effective way to sustain economic growth and activity.

1 <https://pws.byu.edu/covid-19-and-masks>

2 <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

3 <https://www.mckinsey.com/business-functions/marketing-and-sales/our-insights/a-global-view-of-how-consumer-behavior-is-changing-amid-covid-19#>

4 <https://news.gallup.com/poll/321485/confidence-avoiding-covid-linked-consumer-behavior.aspx>

5 <https://s3-us-west-2.amazonaws.com/marriner-wpmedia/wp-content/uploads/2020/11/SeegertGaulinYangNavarroSanchez2020-web.pdf>

Wearing a mask doesn't just save lives, it saves money.^{6,7}

Mask mandates have been shown to increase mask use, lower the number of new COVID-19 cases, and save lives. However, improved health outcomes are not the only benefit to wearing face masks. People living in states with mask mandates for employees were more likely to be confident they could protect themselves from COVID-19, which leads to higher consumer confidence. An economic analysis by Goldman Sachs found that universal masking in the U.S. could prevent the need for lockdowns and reduce economic losses of up to \$1 trillion or about 5% of the U.S. gross domestic product.

Individuals would also benefit financially by face mask use. Economists have shown that as the GDP falls, consumers see higher prices for goods and services. Jobs also disappear during times of economic downturn. Goldman Sachs estimates that if universal masking prevents a 5% loss to the GDP, Americans would save roughly \$3,000 per person.

Keeping your business open if an employee is exposed to or tests positive COVID-19

COVID-19 is spreading in many Utah communities. This means employees are at risk for being exposed to COVID-19 in their homes, community, or at work. It is important everyone do their part to help slow the spread of COVID-19.

If you follow public health guidance, you are more likely to keep your employees safe and your business open. If one of your employees tests positive for COVID-19, it does not mean he or she did anything wrong. It also does not mean your business necessarily did anything wrong. The most important thing is to keep the virus from spreading at your workplace.



If you have questions about what to do after an employee is exposed to COVID-19 or tests positive, email the Utah Department of Health Workplace Response Team at covidresponse@utah.gov or call your local health department. You can find your local health department at <https://ualhd.org/>.

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

⁷ <https://www.goldmansachs.com/insights/pages/face-masks-and-gdp.html>

What do we know about how COVID-19 is spread?

From what we know right now, the virus that causes COVID-19 is most easily spread through respiratory fluids. When you exhale, talk, sing, cough, sneeze, or breath hard during exercise you exhale respiratory droplets. Other people can breathe in these respiratory droplets and particles, or get them in their eyes, nose, or mouth. You are more likely to get infected when you are closer than 6 feet from a person infected with COVID-19. Sometimes people who have the virus get it on their hands after they touch their face, and can leave it on surfaces they touch. Respiratory droplets can be very fine or aerosolized which means you can't see them and they can stay in the air for minutes to hours. Other respiratory droplets can be large enough that you can see them (think of someone sneezing or coughing on you and you get "sprayed" with droplets). The largest droplets settle out of the air quickly, within seconds to minutes.



The 3 main ways that COVID-19 spreads:

- 1 Breathing in air that has very fine respiratory droplets or aerosol particles that contain the virus.
- 2 When respiratory droplets get in your mouth, nose, or eyes. This happens when you are close to someone who coughs or sneezes.
- 3 Touching your mouth, nose, or eyes with your hands that have respiratory fluids containing the virus on them. Sometimes this can also happen if you've touched surfaces contaminated with the virus and then touch your mouth, nose, or eyes.



Although not as common, you can get infected with the virus that causes COVID-19 even if you are more than 6 feet away from the person who is infectious. This can happen under special circumstances:

- **In enclosed spaces without adequate ventilation.** People have gotten the virus if they were exposed in an enclosed space without adequate ventilation to someone who had the virus or were in the enclosed space shortly after the infected person left. Fine respiratory droplets can build up in the air in these spaces which makes transmission more possible.
- **Exposed to a lot of respiratory droplets.** Certain activities put more respiratory droplets into the air, such as singing, shouting, and exercising. When you do these activities with other people, it means that everyone is putting more of their respiratory droplets in the air than you would normally have. Especially if people aren't wearing face masks in enclosed spaces during these activities or in spaces with poor ventilation. People have gotten the virus if they were in environments such as these that increased the amount of respiratory droplets in the air.
- **Exposed to respiratory droplets for long periods of time.** People can get infected with the virus that causes COVID-19 if they are exposed to respiratory droplets for more than 15 minutes.



Recommended interventions (such as wearing face masks, physical distancing, cleaning and disinfection, hand hygiene, etc.) are effective at preventing transmission of the virus that causes COVID-19.

What is the difference between quarantine and isolation?

Quarantine is for people who may have been exposed to COVID-19, but haven't tested positive or had symptoms of COVID-19 yet. [Isolation](#) is for people who are sick or who have symptoms of COVID-19.

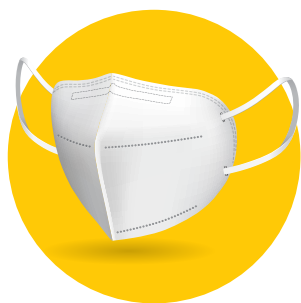
A public health worker from the health department will try to contact you if you test positive to conduct a [case investigation](#). Sometimes people call this contact tracing. The health department may also try to contact you if you are exposed to COVID-19. The public health worker may call you or send you a text or email.

What is quarantine?

Quarantine is for people who may have been exposed to COVID-19, but haven't tested positive or had symptoms yet. It keeps you away from others so you don't infect someone else without knowing it. You don't need to quarantine at home after being exposed if you're up-to-date with your COVID-19 vaccinations or you've had COVID-19 in the last 90 days. Being exposed means you were in close contact with someone who has COVID-19 while that person was infectious.

Close contact means:

- You were closer than 6 feet from someone who has the virus for a cumulative total of 15 minutes or longer in a 24 hour period.
- You cared for someone at home who is sick with COVID-19.
- You had direct physical contact with the person who has COVID-19 (hugged or kissed them).
- You shared eating or drinking utensils with the person who has COVID-19.
- The person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.



Wear a mask around others.

Everyone who is exposed to COVID-19 should wear a mask in public and around others until it has been 10 days since you were exposed. Avoid going to places where it is hard to wear a mask during these 10 days, such as a gym or restaurant.

You must quarantine at home for 5 days if:

- **You are unvaccinated.** This means you haven't had any doses of a COVID-19 vaccine.
- **You aren't up-to-date with your COVID-19 vaccinations.** This means you haven't had a booster dose yet and it's been longer than 5 months since you had a 2nd dose of the Pfizer or Moderna vaccine or longer than 2 months for the Johnson & Johnson vaccine. It can also mean you've only had 1 dose of the Pfizer or Moderna vaccine. Children ages 5-17 are not up-to-date with their COVID-19 vaccinations if they've only had 1 dose of the Pfizer vaccine; booster doses are not included in the quarantine guidelines for children right now.



When can I end quarantine?

You can end your quarantine at home after 5 full days if you don't have any symptoms. You can return to work, school, and other activities as long as you wear a [well-fitting mask](#) around others and in public for another 5 days after you end quarantine at home. This helps keep others safe.

Some people may need to quarantine or isolate for longer than 5 days because the place where they live or work puts them and others at high risk of COVID. People who live or work in a congregate setting like a correctional facility (prison), long-term care facility, or homeless shelter should follow [these guidelines](#) from the CDC. Healthcare workers should follow [these guidelines](#) from the CDC.



Get tested 5 days after you were exposed or if you get symptoms of COVID-19.

This lets enough of the virus build up in your body to be detected by the tests. Stay home until you get your test results back. If you test negative at this time, you can end quarantine at home. If you can't get tested after 5 days of quarantine, or choose not to get tested, you need to stay at home until it has been 10 days from the last time you came into close contact with the person who has COVID-19. If you test positive, [isolate](#) at home.

Watch for [symptoms](#) of COVID-19. Isolate at home and get tested right away if you get sick.

We know there is a chance people can be re-infected with COVID-19. We also know some people can test positive after they have COVID-19 even though they are done with isolation and no longer infectious to other people. The CDC and Utah Department of Health recommends you not get tested after an exposure if it's been **less than 90 days** (about 3 months) since you first tested positive for COVID-19, as long as you don't get new or worsening symptoms. However, if you get new or worsening symptoms or it's been **more than 90 days** since you tested positive, you should get tested again.

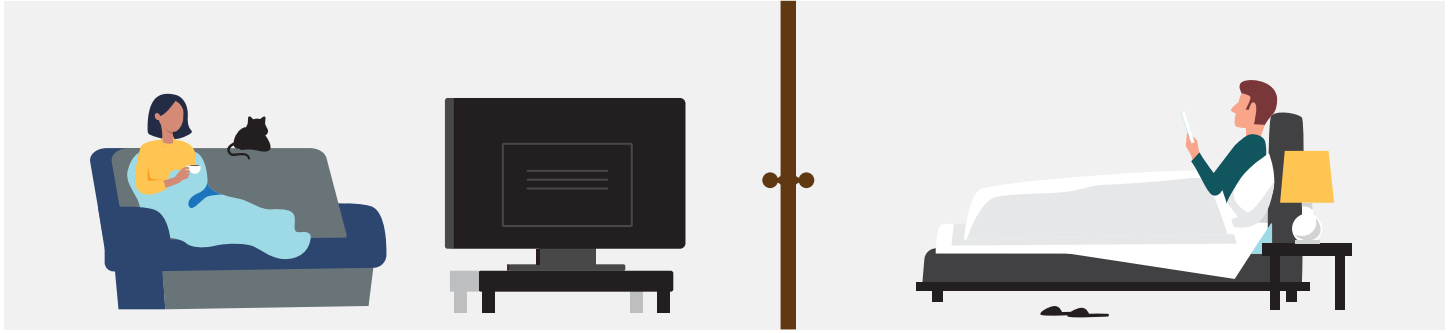


We also know there is a chance vaccinated people can get COVID-19 (called a breakthrough case), so to be very safe we suggest you get tested 5 days after you were exposed, even if you are vaccinated.

Stay home and away from other people as much as possible.

- You should not go to work, school, extracurricular activities, religious services, family gatherings, or other activities while you quarantine at home. Stay home except to get medical care.
- Check for symptoms of COVID-19 every day for 10 days after your exposure, including taking your temperature if possible. Get tested right away if you have symptoms of COVID-19.
- Limit the number of visitors to your home.
- Don't travel until your quarantine is over. Get tested at least 5 days after you were exposed and make sure your test result is negative before traveling. Don't travel if you have symptoms of COVID-19. Wear a mask around others if you travel.
- Try to stay at least 6 feet or 2 meters (about 2 arm lengths) away from other people.

What is isolation?



Isolation is for people who test positive or have symptoms of COVID-19. You are infectious and can spread the virus to others starting 2 days before you first had symptoms until your isolation period is done. If you never had symptoms, you are infectious starting 2 days before the day you were tested for COVID-19. Anyone who came into close contact with you during this time has been exposed to the virus and should follow quarantine guidelines.

Isolation means:

Even in your own home, you should stay away from other people as much as you can until your isolation is over.



Stay in your house except to get medical care.



Use a different bathroom from other people in your home if you can.



Wear a mask if you need to be around other people.



Stay in a different room from other people in your house.



Clean surfaces that are touched often (phones, doorknobs, light switches, toilet handles, sink handles, countertops, and anything metal).



Try not to use the same personal items as other people.

When can I end isolation?

You should isolate until you have been:

- Fever-free for 24 hours (this means you did not use medicine to lower your fever), and
- Your symptoms have improved for 24 hours, and
- It has been at least 5 days from the day you were tested.
- If you did not have symptoms, stay home for 5 days from the day you were tested. If you get sick or develop symptoms, your 5-day isolation at home starts over. Learn more [here](#).

Wear a [well-fitting mask](#) around others and in public for another 5 more days after you end your isolation at home.

How long do people who live with me need to quarantine?

It can be very hard to stay isolated from people who have COVID-19 and live in your home. Anyone who is unvaccinated, or not [up-to-date](#) with their COVID-19 vaccinations, or it's been more than 90 days since the person living with you had COVID-19 needs to quarantine at home for at least 5 days. Every time they come into close contact with you while you are infectious, their 5-day quarantine starts over. They should not end quarantine before 5 days, even if they test negative.

If you need medical care.

If your symptoms get worse or you feel like you need medical care, get medical help right away. It is safe to go to the hospital or doctor's office. Wear a mask and let the healthcare workers know you have tested positive for COVID-19.

If you have any of these emergency warning signs*, get medical help right away:



Trouble breathing or shortness of breath



Pain or pressure in your chest that does not go away



Feeling confused or cannot wake up easily



If your lips or face look bluish

*These are not all of the emergency symptoms. Call your doctor if you are worried.

Take these safety precautions after being exposed to COVID-19

- Limit the number of visitors to your home while you are in quarantine.
- Wear a mask around others. It's important to wear a mask in public and around others until it has been 10 days since you were exposed to COVID-19. Avoid going to places where it is hard to wear a mask during these 10 days, such as a gym or restaurant.
- Check for [symptoms](#) of COVID-19 every day for 10 days after your exposure, including taking your temperature if possible. A helpful booklet called, "[What to do if you are in quarantine or isolation](#)" can help you know how to check your symptoms and what to do. Get tested right away if you have symptoms of COVID-19 during quarantine.
- Get tested at least 5 days after you last had close contact with the person who has COVID-19. If you test negative, you can leave your home as long as you wear a mask around others. If you test positive, [isolate at home](#).
- Stay away from people who are immunocompromised or at higher risk for getting very sick from COVID-19. You should not visit a long-term care facility, nursing home, or other high risk setting until it has been at least 10 days since you were exposed to COVID-19.
- Don't travel until your quarantine is over. Get tested at least 5 days after you were exposed and make sure your test result is negative before traveling. Don't travel if you have symptoms of COVID-19. Wear a mask around others if you travel.



If an employee tests positive for COVID-19, do I need to shut down my business?

No. In most cases, you do not need to shut down your business. You may need to temporarily close a section of your business to clean the area where the employee worked but most businesses are able to remain open.

Wearing face masks will reduce the spread of COVID-19 in workplaces.

There is clear scientific evidence that wearing a face mask prevents the spread of COVID-19. One of the simplest ways to protect lives and livelihoods⁸ is by wearing a face mask. Nearly all reputable medical and scientific organizations agree that masks are an effective way to stop the spread of COVID-19.^{9, 10, 11, 12} A study by the Centers for Disease Control and Prevention showed not only do masks protect other people from getting infected with the virus that causes COVID-19, but that masks can also be protective for the person wearing a mask¹³.



Will it be made public if one of my employees tests positive for COVID-19?

An employee's test result is considered private health information and is kept confidential by public health. All test results must be reported to the Utah Department of Health and to the local health department in the health district where the employee lives.

Public health only shares the names of employees who test positive for COVID-19 with an employer if it is necessary to find others who may have been exposed to the virus. An employee's name or test result is not shared publicly or with the media.

Only rarely does the health department need to issue a public statement about a potential exposure or outbreak of COVID-19. If this happens, the health department will work closely with you before issuing a public statement.



⁸ <https://s3-us-west-2.amazonaws.com/marriner-wpmedia/wp-content/uploads/2020/11/SeegertGaulinYangNavarroSanchez2020-web.pdf>

⁹ <https://pws.byu.edu/covid-19-and-masks>

¹⁰ [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)31142-9/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)31142-9/fulltext)

¹¹ <https://msphere.asm.org/content/5/5/e00637-20/article-info>

¹² https://www.cdc.gov/mmwr/volumes/69/wr/mm6928e2.htm?s_cid=mm6928e2_w

¹³ <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov-2.html>

How long should employees stay home if they test positive or are exposed to COVID-19?

A 10-day isolation is still the very safest length of time to stay home after you test positive. However, new data from the CDC shows that a shorter isolation and quarantine may now be used. Learn why here. Utah public health officials have decided to use the day a person is tested to determine how long someone needs to stay at home and isolate. The CDC allows health officials to make adjustments to guidelines based on what works best in their communities.

If you are 18 or older and test positive for COVID-19

Do you have a weakened immune system?	How many days do you need to stay home?
No, I don't have a weakened immune system.	5 days from when you tested positive. If you're still sick or have symptoms after 5 days, stay home until you are better.
Yes, I have a weakened immune system or was severely ill with COVID-19 (this means you were hospitalized, in the ICU, or on a ventilator).	If you have a weakened immune system, you could actually be infectious longer than other people. You may need to stay at home for 10 to 20 days (or more). If you've been severely ill from COVID-19 or have a weakened immune system, talk to your doctor to see when you are no longer infectious.

If your child tests positive for COVID-19

Does your child have a weakened immune system?	How many days does my child need to stay home?
No, my child doesn't have a weakened immune system	5 days from when your child tested positive. If your child is still sick or has symptoms after 5 days, he or she needs to stay home until better.
Yes, my child has a weakened immune system or was severely ill with COVID-19 (this means your child was hospitalized, in the ICU, or on a ventilator)	If your child has a weakened immune system, he or she could actually be infectious longer than other people. Your child may need to stay at home for 10 to 20 days (or more). If he or she has been severely ill from COVID-19 or has a weakened immune system, talk to your doctor to see when your child is no longer infectious.

Is there anything else I need to do after I test positive?

- Wear a [well-fitting mask](#) when you are around other people and in public for another 5 days after you end your isolation at home.
- Tell anyone you were in close contact with that he or she is at risk of COVID-19. He or she needs to get tested and may also need to [quarantine](#) at home.
- Call 2-1-1 if you need urgent help with things like food or help with rent or utilities in order to be able to stay home and isolate.
- There are some [treatments](#) for people who are at higher-risk of severe illness from COVID-19. Talk to your doctor about treatments that may be best for you.
- Call a doctor or seek medical care right away if your symptoms get worse or you feel like you need medical care.

The CDC recommends everyone ages 5 and older get vaccinated against COVID-19. People ages 12 and older should also get a booster dose. People who got 2 shots of the Pfizer or Moderna vaccine (called a primary dose) can get a booster dose 5 months after their 2nd dose. You should also get a 3rd primary dose of the Pfizer or Moderna vaccine if you have a [weakened immune system](#).

The Johnson & Johnson vaccine is only one shot. People who got the Johnson & Johnson vaccine for their primary dose can get a booster 2 months after their shot. Right now, there is not enough data to recommend a 3rd primary dose for people who got the Johnson & Johnson vaccine.

If you are 18 or older and were exposed to COVID-19

If you've never been vaccinated for COVID-19	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
If you got the Pfizer or Moderna vaccine	0 doses	5 days from when you were exposed to COVID-19.
	2 doses AND Any brand of booster	You don't need to stay home if you aren't sick.
	2 doses within the last 5 months	You don't need to stay home if you aren't sick. It hasn't been long enough for you to get a booster dose.
	2 doses more than 5 months ago	5 days from when you were exposed to COVID-19.
	1 dose at any time	5 days from when you were exposed to COVID-19.

If you are 18 or older and were exposed to COVID-19 (continued)

If you got the Johnson & Johnson vaccine	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
	1 dose at any time AND Any brand of booster	You don't need to stay home if you aren't sick.
	1 dose within the last 2 months	You don't need to stay home if you aren't sick. It hasn't been long enough for you to get a booster dose.
	1 dose more than 2 months ago	5 days from when you were exposed to COVID-19.
If you've had COVID-19 in the last 90 days (about 3 months)	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
	It doesn't matter how many vaccines you've had in this situation.	You don't need to stay home if you aren't sick.
	If it has been more than 90 days since you've had COVID-19	Number of doses of COVID-19 vaccine— and when
	2 doses of the Pfizer vaccine at any time	You don't need to stay home if you aren't sick.
	1 dose of the Pfizer vaccine at any time	5 days from when you were exposed to COVID-19. We don't know yet how long natural immunity lasts.

If you are 18 or older and were exposed to COVID-19 (continued)

If you have a <u>weakened immune system</u> or are at higher risk for severe illness	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
	0 doses	5 days from when you were exposed to COVID-19.
	3 doses of the Pfizer or Moderna vaccine AND Any brand of booster	You don't need to stay home if you aren't sick.
	3 doses of the Pfizer or Moderna vaccine within the last 5 months	You don't need to stay home if you aren't sick. It hasn't been long enough for you to get a booster dose after your 3rd primary dose.
	3 doses of the Pfizer or Moderna vaccine more than 5 months ago	5 days from when you were exposed to COVID-19.
	2 doses of the Pfizer or Moderna vaccine at anytime	5 days from when you were exposed to COVID-19.
	1 dose of the Pfizer or Moderna vaccine at anytime	5 days from when you were exposed to COVID-19.

If your child was exposed to COVID-19

If your child has never been vaccinated for COVID-19	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
If your child got the Pfizer vaccine	0 doses	5 days from when you were exposed to COVID-19.
	2 doses of the Pfizer vaccine at any time	Your child doesn't need to stay home if he or she isn't sick.
	1 dose of the Pfizer vaccine at any time	5 days from when your child was exposed to COVID-19.
If your child has a weakened immune system or is at higher risk for severe illness	Number of doses of COVID-19 vaccine— and when	How many days should you stay home?
	2 doses at any time	Your child doesn't need to stay home if he or she isn't sick.
	1 dose at any time	5 days from when your child was exposed to COVID-19.

If your child was exposed to COVID-19 *(continued)*

If your child had COVID-19 in the last 90 days (about 3 months)	Number of COVID-19 vaccine doses your child has had and when their last dose was	How many days should your child stay home?
	It doesn't matter how many vaccines your child has had in this situation.	Your child doesn't need to stay home if they aren't sick.
If it has been more than 90 days since your child has had COVID-19	Number of COVID-19 vaccine doses your child has had and when their last dose was	How many days should your child stay home?
	2 doses of the Pfizer vaccine at any time	Your child doesn't need to stay home if he or she isn't sick.
	1 dose of the Pfizer vaccine at any time	5 days from when your child was exposed to COVID-19.

Is there anything else I need to do after I am exposed to COVID-19?

- Wear a [well-fitting mask](#) around others and in public for 10 days after you are exposed to someone who has COVID-19.
- Get tested 5 days after the day you were exposed.
- Watch for symptoms for 10 days after you are exposed. Isolate and get tested right away if you get sick or have symptoms, even if they are mild.

You may need to quarantine or isolate for longer than 5 days if the place where you live or work puts you and others at higher risk of COVID-19. People who live or work in a congregate setting like a correctional facility (prison), long-term care facility, or homeless shelter should follow [these guidelines](#) from the CDC. Healthcare workers should follow [these guidelines](#) from the CDC.

For more information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/immuno.html>

Anyone who was exposed to COVID-19 needs to watch for symptoms until it has been 10 days since they were last exposed, even if they have returned to work.

It is important they keep checking for symptoms and take extra safety precautions found on page 12. There is a small chance the employee can still get COVID-19. If an employee get symptoms, they should stay home and follow the isolation guidelines on page 11.



How long do employees need to quarantine at home if they are living with someone who has COVID-19?

People who live with someone who has COVID-19 are called household contacts. Household contacts are at a much higher risk of getting infected with the virus.

You will need to quarantine at home for at least 5 days if you live with someone who has COVID-19 and you are unvaccinated, or not [up-to-date](#) with your COVID-19 vaccinations, or it's been more than 90 days since you had COVID-19. It can be very hard to stay away from people who have COVID-19 and live in your home. This means you may need to quarantine at home longer than 5 days if you can't stay away from the person who has COVID-19. Every time you come into close contact with the person who tested positive while they are still in isolation, your quarantine starts over.

Keep yourself and others in the house safe by wearing a mask around the person who has COVID-19. [Get tested](#) if you get sick or have symptoms.

Do employees have to quarantine if they've already had COVID-19?

If it has been less than **90 days (about 3 months)** since you tested positive for COVID-19, you don't have to quarantine at home. The CDC and Utah Department of Health recommends you not get tested if it's been **less than 90 days** (about 3 months) since you first tested positive for COVID-19, as long as you don't have new or worsening symptoms. Call a doctor to see if you may have gotten reinfected if you have new or worse symptoms during this 90-day timeframe. We know there is a small chance you could get reinfected with COVID. Some people will continue to test positive even though they are no longer able to spread the virus to others.

However, if it's been **more than 90 days** since you tested positive and you are not [up-to-date with your COVID-19 vaccinations](#), you need to quarantine at home and get tested 5 days after your exposure.

You should follow these guidelines for 10 days from the date of your last exposure:

- Check for symptoms of COVID-19 every day.
- Wear a well-fitting mask when you are around people you don't live with.
- If you get sick or have symptoms of COVID-19, isolate and call a doctor or healthcare provider to determine if you should get tested for COVID-19 again.

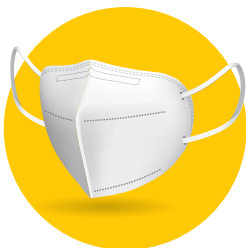
Should employees provide proof of a negative COVID-19 test result before returning to work?

While employers may require employees to provide proof of a negative COVID-19 test to come back to work, studies show people may test positive after they finish isolation, even if they are no longer able to spread the virus to other people. This makes it hard for employees who tested positive after completing their isolation period to know when they can return to work if their employer requires a negative test result. Employees may not have health insurance, access to a healthcare provider, or the financial means to get a doctor's note or a negative test result. The CDC and Utah Department of Health don't recommend people get tested for COVID-19 if it has been less than 90 days since they were diagnosed with COVID-19.



The Utah Department of Health also doesn't recommend employers ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems. If an employee has been told by a public health worker that he or she can end isolation and is feeling well, there is no reason to stay home from work.

The health department doesn't require a person to get tested to end his or her isolation. If an employee wants to or is required to get tested before returning to normal activities (like work or school), we recommend he or she get a rapid antigen test (or use an at-home test) instead of a PCR test. Some people can test positive with a PCR test even after they are no longer able to spread the virus to other people. If the employee's rapid antigen test result is positive after 5 days of isolation, it's best if the employee stays home for another 5 days (a total of 10 days after his or her first positive test). However, the employee can retest with another rapid antigen test again 24 hours later and if it's negative, end isolation at home and return to work.



Employees need to wear a mask for 5 days after they end their isolation at home. This is important to keep people from being exposed. If an employee can't isolate at home for at least 5 days, he or she should wear a [well-fitting mask](#) around others for the 10 days after he or she tests positive. A [high-quality mask](#) like a KN95 or double masking (this means wearing two masks at the same time) may provide more protection for other people who will be exposed to the employee who recently tested positive.

My employer won't let me come back to work unless I have a letter from the health department saying I am done with isolation or quarantine. What should I do?

You may email the Utah Department of Health contact tracing team at contact.tracing@utah.gov. You may also contact your local health department. You can find a list of the local health departments in Utah at <https://ualhd.org/>.



Essential or critical infrastructure employees

There are certain situations where employees who have been exposed to COVID-19 may need to keep working until they get sick or have symptoms of COVID-19. These are essential employees with jobs in sectors that are critical to the state being able to get essential services to all Utahns. Essential or critical infrastructure employees work in sectors or industries that we need for public health, safety, and to keep our communities going.

The 16 essential critical infrastructure sectors:¹⁴



¹⁴ <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

What should I do if an essential employee tests positive for COVID-19?

The guidance for what to do if an employee tests positive for COVID-19 is the same for all employees, including essential employees.

Employees who test positive for COVID-19 should isolate at home for at least 5 days. This means the employee needs to stay at home and away from other people as much as possible. The employee should not come to work.

The person who tested positive should stay at home until he or she has been:

- Fever-free for 24 hours, and
- His or her symptoms have improved for 24 hours, and
- It has been at least 5 days since he or she was tested.
- If the person did not have symptoms, he or she should isolate for 5 days from the day he or she was tested.

People who have been in close contact with someone who tests positive for COVID-19 are at an increased risk of getting infected and infecting others. Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for a total of 15 minutes or longer in a 24-hour period.

You are infectious and can spread the virus to others starting up to 2 days before you first had symptoms until your isolation period is over. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before they were tested. Anyone who came into close contact with you during this time is exposed to COVID-19.



For a total of 15 Minutes

What should I do if an essential employee is exposed to someone with COVID-19?

The CDC has exceptions for quarantine for essential employees who have been exposed to COVID-19. This guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.

The health department may ask that employees stay home for longer than 5 days after an exposure or testing positive because the place where they live or work puts them and others at high risk of COVID. People who live or work in a congregate setting like a correctional facility (prison), long-term care facility, or homeless shelter should follow these guidelines from the CDC. Healthcare workers should follow these guidelines from the CDC. People who are immunocompromised or who have severe illness with COVID (this means they were hospitalized, in the ICU, or on a ventilator) may also need to isolate longer. Talk to your healthcare provider about what guidelines to follow if you are immunocompromised or had severe illness.



If you have enough staff to let essential employees quarantine at home, the employee should not come to work. **Essential employees can continue to work after their exposure as long they don't have symptoms and follow safety precautions to prevent spread of COVID-19.**

These safety precautions are:

- **Screen the employee for symptoms.** Take the employee's temperature and check for symptoms of COVID-19 before each work shift.
- **Ask the employee to self-monitor for symptoms during their work shift.**
- **The employee must wear a face mask** at all times in the workplace for 14 days after the last exposure. Face masks must be worn correctly, with the employee's nose and mouth covered by the mask. Face shields are not a substitute for a face mask.
- **Send employees home if they become sick while at work.**
- **The employee should stay 6 feet away from other people and practice physical distancing as much as possible** in the workplace. Change workstation layouts to make sure all employees stay at least 6 feet or 2 meters apart.
- **Clean and disinfect all areas** such as offices, bathrooms, common areas, and shared electronic equipment often. Employees who have had a close contact exposure should not share headsets or other objects that may be used by their mouth or nose.
- **Work with maintenance staff to improve ventilation** by increasing air exchanges in rooms.
- **Close common areas like breakrooms** where employees are likely to be in groups. Employees should stagger breaks and not share food or utensils.



Essential employees who are not [up-to-date with their COVID-19 vaccinations](#) or have not recently tested positive for COVID-19 (within the last 90 days or 3 months) should act as if they are quarantined in all other areas of their life, with the exception of being allowed to go to work. This means the essential employee should not go to family gatherings, school, religious services, travel, or participate in other activities. The essential employee should stay home and away from other people as much as possible. He or she should take extra safety precautions found on page 12. This is critical to not spread the virus to other people.

If at any time during the 14 days after their exposure an essential employee develops symptoms of COVID-19, he or she should isolate and get tested. If the essential employee does not have symptoms, he or she should wait 5 days after they were exposed to get tested. If they test positive, they must stay home and follow the isolation guidelines on page 11. This means they are not allowed to come to work until they are no longer infectious.

Critical infrastructure businesses who need assistance with testing employees should reach out to covidresponse@utah.gov for guidance and possible resources.

Staffing and work schedules for essential or critical infrastructure sectors:

- ✓ Encourage employees to get vaccinated and boosted against COVID-19. The vaccines are free. Find a vaccine provider near you at <https://coronavirus.utah.gov/vaccine-distribution>.
- ✓ Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
- ✓ Know which job functions are critical for your business to operate. This will help you make sure that if employees get sick, you have enough workers to keep your business open.
- ✓ Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
- ✓ It is important to know in advance which employees can perform critical job functions. If an employee performs job duties critical to the operation of your business, you will need a skilled and available worker who has not been exposed to COVID-19 to fill in.
- ✓ Try to make special accommodations for employees who are at higher risk for severe illness from COVID-19.

COVID-19 vaccines

Getting vaccinated will help keep you, your family, and your community healthy and safe.

All COVID-19 vaccines approved or authorized by the FDA and CDC are safe and effective. They help keep you from getting severely ill, needing to be hospitalized, and dying from COVID-19. You should get a COVID-19 booster dose if you are eligible for one. Booster doses give you even greater protection from the Omicron variant. Breakthrough infections can happen, but people who are vaccinated are less likely than unvaccinated people to get COVID-19, or to be hospitalized or die from COVID-19.

The CDC considers a person [up-to-date with their COVID-19 vaccinations](#) if you've had:

- A booster dose of any COVID-19 vaccine, or
- A 2nd dose of the Pfizer or Moderna COVID-19 vaccine in the last 5 months, or
- A Johnson & Johnson COVID-19 vaccine in the last 2 months.
- Children younger than 18 are considered up-to-date if they've had 2 doses of the Pfizer COVID-19 vaccine. A booster dose is not included in the definition of up-to-date yet for children.

The CDC also uses the term fully vaccinated. Fully vaccinated means it has been 2 weeks or longer since you had your final dose of a primary series of the COVID-19 vaccine. For Pfizer or Moderna, a primary series is 2 doses of the same vaccine. For Johnson & Johnson, a primary series is a single dose of the vaccine.

Quarantine guidelines are based on whether a person is [up-to-date](#) with their COVID-19 vaccinations. This is a change from prior guidelines which used fully vaccinated to determine who needed to quarantine at home. The reason for this change is because data shows immunity from both vaccination and natural infection lessens over time.

You can get vaccinated as soon as you are no longer in isolation or quarantine and you don't have any symptoms of COVID-19. If you received monoclonal antibodies, you will need to wait 90 days to get vaccinated.

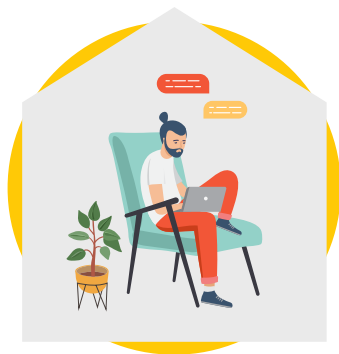
Learn more at <https://coronavirus.utah.gov/vaccine/>.



Are my employees required to get vaccinated?

The federal government has issued an Emergency Temporary Standard requiring some employees to be vaccinated against COVID-19. Learn more at <https://www.osha.gov/coronavirus/ets2>.

Private businesses in Utah that don't fall under the federal vaccine mandate are allowed to have a vaccine requirement or policy for their employees if they chose to.



Do employees still need to stay home if they test positive for COVID-19 after being vaccinated?

Yes. You should isolate at home if you test positive or have symptoms of COVID-19, even if you are vaccinated. The vaccines do not interfere with the accuracy of COVID-19 tests. This means if you test positive after you are vaccinated, you have COVID-19 and can spread the virus to others. These are called breakthrough cases. Breakthrough cases are rare but can happen.

Case investigations and contact tracing

Contact tracing is an important part of how public health responds and stops disease outbreaks. People who have been in close contact with someone who has COVID-19 are more at risk of getting infected and making others sick. Contact tracing is how public health workers find the close contacts of someone who has COVID-19.

When a person tests positive for COVID-19, the health department tries to contact the individual to conduct a case investigation. They may call, email, or send a text message to the person who tested positive. A **case investigation** is when a public health worker identifies and interviews a person who tested positive about possible exposures to COVID-19. The public health worker will ask where the person has been while they were infectious, when their symptoms started, and who else may have been exposed.

Contact tracing happens after a case investigation is done. Contact tracing is how public health finds who else may have been exposed to a virus or disease and then contacts these people to let them know how long they should quarantine. Contact tracing also provides support to individuals who were exposed and who may need other services so they can quarantine.¹⁵ If you are exposed to COVID-19, you may also get a notification from Apple or Google if [Exposure Notifications](#) is set up on your phone.

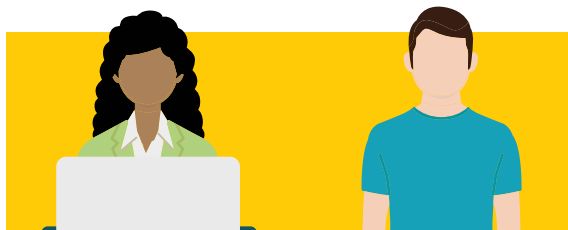
Contact tracing process



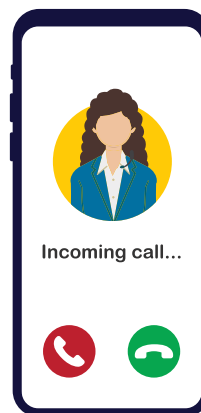
1 Jane and Dan were at the same birthday party.



2 A few days later, Dan gets symptoms of COVID-19. He gets tested. Dan tests positive for COVID-19.



3 The health department works with Dan to find out the places he has been and who he has spent time with.



4 The health department calls Jane to tell her she may have been exposed to COVID-19. They tell her what she needs to do next.

¹⁵ <https://www.cdc.gov/coronavirus/2019-ncov/community/contact-tracing-nonhealthcare-workplaces.html>

Will the health department call my business or agency if an employee tests positive?

In most cases, yes.

Sometimes an employer may learn about an employee testing positive before the health department. In these cases, the employer should contact the health department.



You can also report if an employee has tested positive or was exposed to COVID-19 at the workplace to the Utah Department of Health at <https://redcap.link/covidreporting>. This online reporting form lets businesses report employees who may have tested positive as well as their close contacts to the health department for follow-up.

Sometimes a person may not have given the correct contact information to the testing provider or the person may not be willing to talk with the public health worker. This means the health department may not be able to do a case investigation and find out where the person works and if there is a possible workplace exposure. People who were in close contact with the person who tested positive may not know they were exposed.

Remember, our goal is to keep your business open and your employees and customers safe.

Quick and coordinated actions with the health department, including case investigation and contact tracing, may lower the need for business closures to prevent the spread of COVID-19. If a public health worker contacts your business, it is very important that you give them the requested information. Staff from the health department may contact you to tell you what your business or agency should do. They will ask for a list of other employees who may have been in close contact with the employee who tested positive. For example, other employees who worked the same shifts as the employee who tested positive or who work in the same area or office space. This helps the health department find other people who may be at risk for COVID-19 quicker. You may get phone calls from staff at the Utah Department of Health or the local health department. Public health works to coordinate efforts, but you may get called more than once.



Working together with the health department can help protect your business from a large outbreak of COVID-19. It will also help stop the spread of COVID-19 and protect your other employees from getting sick. The health department has many tools and resources to help you.



During times of surge, when there are a lot of people testing positive for COVID-19, public health resources get overwhelmed. It may take several days for the health department to contact a person who tested positive and do a case investigation. Health departments may need to stop doing contact tracing. If you know an employee has tested positive for COVID-19, it is critical that you notify other employees who have been exposed right away, even if the health department hasn't contacted your agency or business yet. Do not wait for the health department to call you before telling employees who were exposed that they need to quarantine.

Is there a law that requires me to give the health department information about employees who may have been exposed to or tested positive for COVID-19?

Yes. COVID-19 is reportable by law, under [Utah Code Annotated § 26-6-1 et seq.](#), [the Utah Communicable Disease Control Act](#), and [Utah Administrative Code R386-702 Communicable Disease Rule](#), to the Utah Department of Health or the local health department in the health district where the individual lives. This means a person's COVID-19 test results must be reported to public health by the provider or testing location where the person was tested. Under [Utah Code §26-6-6\(8\)](#), individuals aware of those with a communicable disease are required to report other possible suspected exposures.



A person's test result is considered private health information and is kept confidential by public health. Public health agencies are allowed, by law, to disclose the name of a person who tested positive to an employer if it is necessary to protect the health and safety of other people. The information that is disclosed by the health department to the employer is strictly confidential and protected under [Utah Code § 26-6-27](#).

If the information is about an employee, [Utah Code § 26-6-27](#) continues to protect the privacy of the information even after it is shared with the employer. The employer must maintain the confidentiality of the employee while acquiring information necessary to assist the health department to contact others who may have been exposed. The employer must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the employer or the health department.

You may be asked to do your own contact tracing.

Employers should be prepared to help the health department with contact tracing or be able to do contact tracing on their own. It is important that you are prepared for this.

If you have questions about contact tracing, email the Utah Department of Health Workplace Resources Team at covidresponse@utah.gov or call your local health department. You can find your local health department at <https://ualhd.org/>.

Assign someone to be your COVID-19 point of contact (POC).

The POC will work with the health department on contact tracing. The POC may also conduct a hazard assessment or help implement prevention and mitigation strategies. The POC will work closely with your company's human resources, legal, medical, and occupational safety, and health departments and should be familiar with company policies that may be applicable should you be asked to do contact tracing in your business.

The POC does not have authority to do everything a public health worker can. For example, the POC will not do case investigations. This is the responsibility of the health department. The POC can limit entry into a workplace by employees based on their employer's fitness-for-duty policies but cannot ask the employee about their activities or close contacts outside of work. This means the POC can ask an employee who reports they have tested positive who they came into close contact with while at work but not in their personal lives.

The POC should also be familiar with:¹⁶

- Patient confidentiality and how to conduct interviews with an employee who has been exposed or tested positive without violating confidentiality.
- Medical terms and principles such as exposure, infection, infectious period, symptoms of COVID-19, testing options, quarantine, and isolation.
- Crisis counseling and knowing when to refer employees to wrap-around services.
- Cultural or language barriers that might make employees reluctant to provide information or which may make it hard for employees to know what they should do if they are exposed to or test positive for COVID-19.
- Interpersonal communication and interviewing skills so trust can be built with employees.

There are many helpful trainings and resources from the CDC on contact tracing:

- [CDC contact training](#)
- [Case investigation and contact tracing in non-healthcare workplaces: Information for employers](#)
- [Contact tracing and case investigation general training modules](#)

¹⁶ <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>



The POC will notify employees if they were exposed to COVID-19 at your workplace.

The POC will only notify people who were exposed to the person who tested positive while at your workplace. This may include other employees, supervisors, contractors, or customers. The POC is not responsible for contacting anyone who was exposed to the employee who tested positive in their personal lives.

- 1 People who are tested for COVID-19 will get their test results from the healthcare provider or testing location where their sample was collected.
- 2 The health department will call or text anyone who tests positive for COVID-19. It may take a few days for the health department to call or text the person who tested positive. They will ask the person who he or she may have been in close contact with up to 2 days before he or she tested positive.
- 3 The health department will notify the POC if an employee tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
- 4 The health department may do the contact tracing. In this case, the health department and POC will work together to notify other employees they were exposed. The POC may be asked to give a list of employees who were exposed to the health department. The POC will also provide contact information for these employees. The health department will notify these individuals and provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
- 5 The health department may ask the employer to do their own contact tracing. In this case, the POC will identify and notify other employees who may have been exposed to the person who tested positive. The POC will provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
- 6 Only employees who came into close contact with the person who tested positive will be notified of a possible exposure.

How do I protect employee confidentiality during contact tracing?

A person's test result is considered private health information and is kept confidential by public health. Public health agencies are allowed, by law, to disclose the name of a person who tested positive to an employer if it is necessary to protect the health and safety of other people. The information that is disclosed by the health department to an employer is strictly confidential and protected under [Utah Code § 26-6-27](#).



The point of contact (POC) must maintain the confidentiality of the employee while acquiring information necessary to assist the health department to contact others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

The POC must ensure that this information remains confidential and is shared only with those who have a need to know to assist the POC in carrying out the responsibility to notify others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

The POC and employer cannot release the private health information disclosed by public health under any circumstances. This includes the name of the person who tested positive for COVID-19. The POC may need to share the identity of the person who has tested positive for COVID-19 with other personnel to determine the identity of individuals who have been in close contact with the person who has tested positive for COVID-19 and the risk level of those individuals. This must be limited to the least number of personnel as possible and each must be notified that the information is confidential and cannot be redisclosed or shared with anyone else.

An employer may not publicly release the name of an employee who tested positive for COVID-19. However, if an employer chooses, they may disclose that someone at the workplace tested positive for COVID-19, as long as the facts alone or in combination with other information released, do not identify the person.



To protect the privacy of the employee who tested positive, close contacts should only be told they were exposed and that they need to quarantine. They should not be told the name of the person who tested positive or who may have exposed them.

What does close contact mean?

A close contact exposure means a person was closer than 6 feet or 2 meters (about 2 arm lengths) from someone who tested positive for COVID-19 for a total of 15 minutes or longer within a 24-hour period.^{17,18} This is a cumulative total meaning you could have different exposure events throughout the day. For example, you could be closer than 6 feet to the person who tested positive 3 different times in the day for 5-minutes each time, bringing the total time you were in close contact to 15 minutes. You may also have a close contact exposure if:

- You cared for someone at home who is sick with COVID-19.
- You had direct physical contact with the person who has COVID-19 (hugged or kissed them).
- You shared eating or drinking utensils with the person who has COVID-19.
- The person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.



**For a total of
15 Minutes**

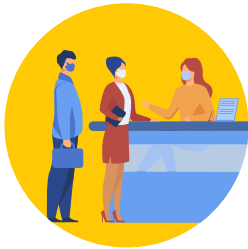


Anyone who was in close contact with a person who has COVID-19 up to 2 days before he or she had symptoms is considered exposed. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before being tested.



In a work setting, close contact exposure may include:

- Anyone in an office, breakroom, workplace, or facility who was closer than 6 feet or 2 meters in the front, back, or to the side of the person who tested positive for a total of 15 minutes or longer.
- Anyone who rode in a vehicle for 15 minutes or longer with the person who tested positive.
- An employee, patron, or customer who was closer than 6 feet or 2 meters for a total of 15 minutes or longer from the person who tested positive.



If the health department or employer is unable to determine who was in close contact with the person who tested positive, everyone in the office, breakroom, worksite, vehicle, or facility will be considered exposed.

¹⁷ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

¹⁸ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>



For a total of
15 Minutes



The health department may also consider other things when deciding if someone had a close contact exposure, depending on the situation.¹⁹ These are things we know increase the risk of exposure to COVID-19:

- **Proximity.** This means how close someone was to the person who has COVID-19. The closer you are, the more chance there is for exposure.
- **Duration of exposure.** This means how long you were around the person who has COVID-19. The more time you spend with a person who is infectious, the more chance there is for exposure.
- **Symptoms.** People are most infectious and can spread the virus to others more easily around the time their symptoms begin.
- **Respiratory aerosols.** The chance of exposure increases if the person who has COVID-19 is coughing, singing, shouting, or doing other things that make it easier for respiratory droplets to spread.
- **Environmental factors.** The chance of exposure increases from things like crowded spaces, poor ventilation, and if the exposure happened indoors instead of outdoors.



Wearing face masks at all times during work reduces the risk of COVID-19. However, the use of masks does not eliminate the risk completely. Because there is still some risk, the CDC considers anyone who had close contact exposed, even if he or she was wearing a mask²⁰. This means that anyone who comes into close contact with a person who tested positive for COVID-19 while the person was infectious is considered exposed, even if they were both wearing a mask at the time of the exposure.

¹⁹ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

²⁰ <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

Understanding the date of exposure

The date of exposure is when the person who tested positive for COVID-19 was first considered infectious and could spread the virus to others. This date begins 2 days before the person has symptoms. If the person did not have symptoms, he or she is infectious starting 2 days before the person was tested for COVID-19. Anyone who came into close contact with the person who tested positive from the date of exposure until the person has ended isolation and is no longer considered infectious, is exposed to the virus. The health department will give the employer the date of exposure. The employer should then notify any employees who were exposed.



It is important to select a POC who can be trusted with confidential information and who has the ability to communicate with employees in a way that builds trust.

How we talk to someone who has been exposed or tested positive for COVID-19 is important. Using open-ended questions and expressing genuine concern can help build trust with the employee. When an employee feels safe sharing about their experience, he or she is more likely to provide detailed information to the POC or health department which is necessary to stop the spread of the virus.

- Ask open-ended questions.
- Use reflective listening techniques.
- Use culturally and linguistically appropriate language.
- Be emphatic and judgement-free.

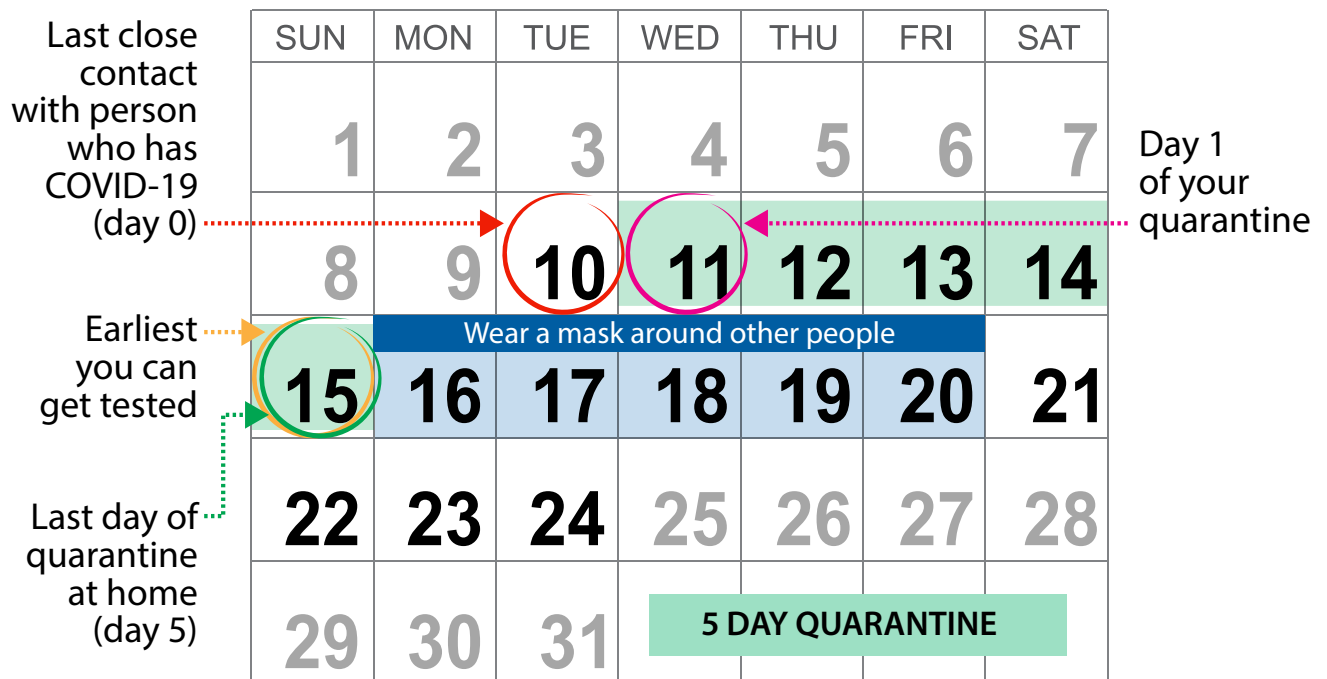
Questions the point of contact may need to ask to figure out who else was exposed:

- Does the employee carpool with other employees or ride public transportation to and from work?
- What days, times, and shifts did the employee work while they were infectious? Who else worked during those same shifts?
- Are employees able to physical distance at the workplace?
- What lunch breaks did the employee take? Did the employee stay at the facility for breaks? Is there a designated breakroom where the employee would have gone? Who else was on break at the same time?
- Are there other times during the work day when the employee is in close contact with other employees, patrons, or customers?

An example of what questions the POC might ask a person who was exposed to COVID-19 can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>.

How to determine when someone can end quarantine?²¹

- The point of contact (POC) will work closely with the health department to find out the last time someone had close contact with the person who tested positive for COVID-19 (last date of exposure).
- The POC will give the person who was exposed the date of last exposure and when the person can return to work.
- Anyone who is exposed and meets the criteria on page 8 needs to quarantine at home for 5 full days from the date of exposure. The date of exposure is called day 0 of your quarantine. This means you begin quarantine on day 0 (called the date of exposure or the last time you were in close contact with the person who has COVID-19) and end 5 full days later (days 1-5).
- If the person ends quarantine at home after 5 full days, they may return to work as long as they wear a well-fitting mask for another 5 days (days 6-10).
- If the person can't wear a mask after being exposed or after ending a 5-day quarantine at home, the CDC recommends he or she stay home for 10 days instead of 5.
- Remember, if the person who was exposed is living with someone who has COVID-19, and needs to quarantine at home, his or her 5-day quarantine starts AFTER the person who is positive is done with isolation. This means he or she may be in quarantine longer than 5 days.



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

Employees with symptoms of COVID-19 should stay home and get tested.

Stay at home (away from others if possible) and [get tested](#) right away if you have [symptoms](#) of COVID-19. We know there is a chance people can get re-infected and that people who are vaccinated can get COVID-19 (called a breakthrough case). We suggest anyone with [symptoms](#) get tested, just to be safe.

Testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>.

People with COVID-19 generally develop symptoms 5-6 days after infection²² but different variants may lessen the time from exposure to symptom onset. About 75% of people will develop symptoms within 7 days after exposure. About 95% of people will develop symptoms within 12 days after exposure.^{23,24,25,26}

Some people may be asymptomatic. This means they have no signs or symptoms of the virus but can still spread it to others. Testing may be recommended at work for people without symptoms in certain situations, such as if there is a high rate of spread in a workplace. Testing may also be done if an employee is exposed to someone who tested positive for COVID-19.

Symptoms of COVID-19:

Visit the Centers for Disease Control and Prevention (CDC) website to find out other [symptoms](#) that may be associated with COVID-19.



Fever

(temperature of 100.4°F or 38°C or higher or feeling feverish)



Cough



Shortness of breath



Decrease in sense of smell or taste



Sore throat



Muscle aches and pains

Testing for COVID-19 is most accurate when someone has symptoms.

Testing employees who do not have symptoms or were not exposed to COVID-19 can increase the chance of an inaccurate test result. Getting tested too soon after your symptoms begin or being exposed to someone with COVID-19 may also increase the chance of an inaccurate test result.

Wait 5 days after your exposure to get tested. This lets enough of the virus build up in your body to be detected by the tests. The vaccines do not interfere with the accuracy of COVID-19 tests. You may need to get tested more than one time, depending on what type of test you had, when you were tested, and if you had symptoms at the time of your test. After you get tested for COVID-19, go home right away. Don't stop at the store, your workplace, or other people's homes. Stay at home until you get your test result.

Some COVID-19 tests are more accurate than others. Rapid antigen tests work best when someone has symptoms of COVID-19. If you were tested with a rapid antigen test, you may need to get a PCR test to confirm the results. You can learn more about how much COVID-19 testing costs, the types of COVID-19 tests, and how to get your test results at <https://coronavirus.utah.gov/testing-locations>.

²² <https://www.who.int/docs/default-source/coronaviruse/who-china-joint-mission-on-covid-19-final-report.pdf>

²³ <https://www.acpjournals.org/doi/10.7326/M20-0504>

²⁴ <https://www.cdc.gov/mmwr/volumes/69/wr/mm6913e1.htm>

²⁵ <https://bmjopen.bmj.com/content/10/8/e039652>

²⁶ <https://bmjopen.bmj.com/content/10/8/e039856>



Help conducting a testing event

The Utah Department of Health is not providing COVID-19 testing services to private businesses or to private event organizers at this time. Businesses and event organizers are responsible for getting their own testing vendors and supplies, lab services, and reporting test results to the Utah Department of Health. [Learn more.](#)

Employees who are exposed to COVID-19 should get tested.

Anyone who is exposed to COVID-19 should get tested. Wait 5 days after the exposure to get tested. We know there is a chance people can be re-infected with COVID-19. We also know some people can test positive after they have COVID-19 even though they are done with isolation and no longer infectious to other people. The CDC and Utah Department of Health recommends you not get tested after an exposure if it's been **less than 90 days** (about 3 months) since you first tested positive for COVID-19. However, if it's been **more than 90 days** (3 months) since you tested positive, you should get tested again.

We also know there is a chance vaccinated people can get COVID-19 (called a breakthrough case), so to be very safe we suggest you get a COVID-19 test 5 days after you were exposed, even if you are vaccinated.

Is testing for COVID-19 free?

Most people will not have to pay for COVID-19 testing. You should not be asked for payment when you go to a testing location. The [Families First Coronavirus Response Act and subsequent sub-regulatory guidance](#) ensures the cost of getting a COVID-19 test is covered at 100% if you have health insurance and you have a medical reason to be tested. This means you have symptoms of COVID-19, you have had close contact with someone who has COVID-19, or you have a referral from a healthcare professional.



If you have health insurance:

- You should not be charged for a test no matter what testing site you go to.
- Healthcare providers are required by federal law to post a cash price for COVID-19 tests. This is to inform health insurance companies what to pay if you get tested by a provider that is out-of-network. If you are insured and have been charged for a test, please email the Utah Department of Health at COVID19TestingCoverage@utah.gov or the Utah Insurance Department at health.uid@utah.gov.
- Your insurance company may require you to have an order from a physician, practitioner, pharmacist, or other authorized health care professional for the cost of your test to be covered. Please check with your individual health insurance company to determine if this is a requirement for coverage. This type of visit or assessment should also be covered at 100%.

If you have Medicare coverage:

- Medicare will make payment for one diagnostic test per resident/patient without an order from a physician, practitioner, pharmacist, or other authorized health care professional. For more than one COVID-19 test to be covered by Medicare, you will need an order from a doctor or medical provider. This type of visit or assessment should also be covered at 100%.

If you are tested for a non-medical reason:

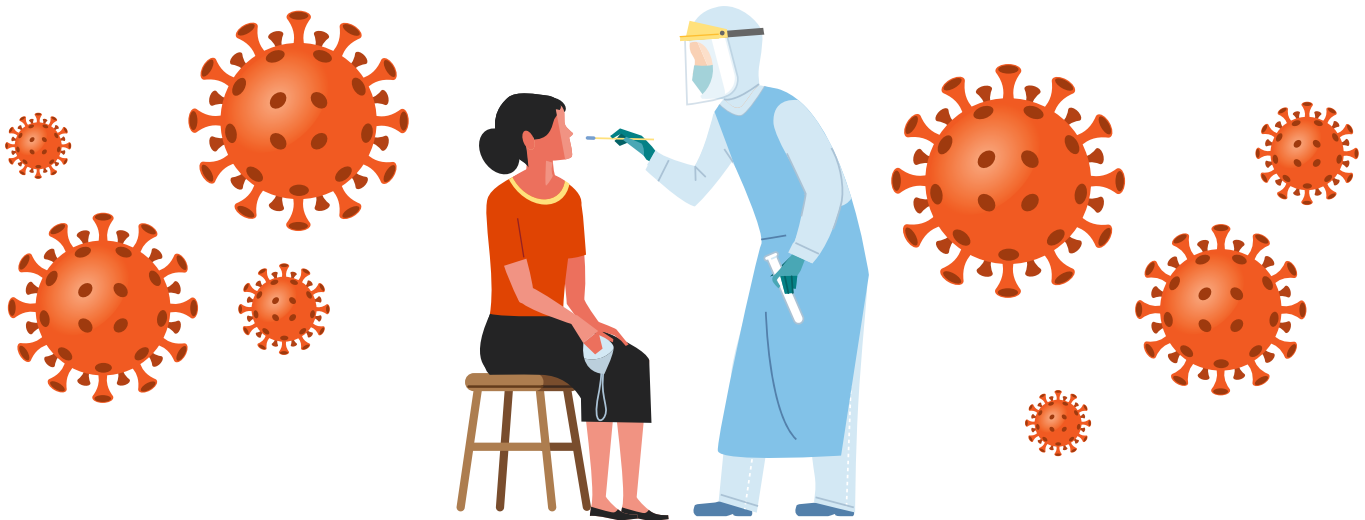
- You may be charged if you are getting tested for employment, travel, or non-medical reasons.
- Your health insurance company may not cover the cost of the test if you are getting tested for a non-medical reason. This includes if you get tested for general workplace health and safety (such as employee 'return to work' programs) or public health surveillance. Health insurance may only cover tests used to diagnose or treat you for COVID-19 or another health condition included in the requirements of the Families First Coronavirus Response Act.
- Before you get tested, check with your health insurance company for coverage details.

If you are uninsured and are a U.S. citizen and a Utah resident:

- You qualify for COVID-19 testing coverage through Medicaid. You must apply for this program at <https://medicaid.utah.gov/covid-19-uninsured-testing-coverage/>.
- Medicaid COVID-19 testing coverage for the uninsured covers the COVID-19 tests and all testing related services including doctor appointments (both in-person and through telehealth), ER visits, and any services performed in order to diagnose COVID-19, including X-rays, etc. Testing and other services will be paid for back to the date of your services.

If you are uninsured and do not qualify for the Medicaid option:

- There are locations that will provide testing free of charge. If you need help finding a location that provides free testing please call the Utah Coronavirus Hotline at 385-273-7878 or use the chat feature on the coronavirus.utah.gov website.



What are the types of COVID-19 tests?²⁷

There are three types of tests related to COVID-19.



PCR test: A PCR test tells you if you have COVID-19 right now and could spread it to other people. A PCR test looks for the genetic material of the virus. It is a very accurate test and almost always detects if a person is infected with the virus. PCR tests are processed in a lab and the results can take a few days to get back. PCR tests are usually done by:

- **Nasal or nasopharyngeal swab:** A healthcare worker puts a swab into your nose to collect a sample either just inside your nose or reaching further down your throat.
- **Saliva:** The saliva test is easier to perform, safer for healthcare workers, and more comfortable for the patient. You spit into a cup or tube and your saliva is then tested. The saliva test is as accurate as the swab test.



Rapid antigen test: An antigen test looks for proteins found on or within the virus. It tells you if you have COVID-19 right now and could spread it to other people. An antigen test is like a PCR test, where a sample is collected with a nasal or nasopharyngeal swab, but you are able to get the results much quicker. Results take about 15 minutes.

Antigen tests can detect only high amounts of virus and are less sensitive than PCR tests. They work best when someone has symptoms of COVID-19. Antigen tests are most accurate during the first 5-7 days of your illness when your viral load is highest.²⁸

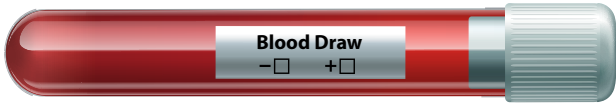
You may need to get a PCR test to confirm the results of your antigen test. You should get a PCR test within 48 hours after you got your rapid antigen test if:

- You have symptoms of COVID-19 but your rapid antigen test result was negative.
- You do not have symptoms of COVID-19 and were not in close contact with someone who has COVID-19 but your rapid antigen test result was positive.
- It's best to get a follow up PCR test the same day as your antigen test. However, if this isn't possible, you should get the PCR test no later than 48 hours after your antigen test.

A PCR test is considered more accurate than an antigen test. In situations where a person has both an antigen and a PCR test within 48 hours of each other, public health officials will use the PCR test result to determine if a person needs to isolate or quarantine. More information on antigen tests can be found [here](#).

²⁷ <https://www.fda.gov/media/140161/download>

²⁸ <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antigen-tests-guidelines.html>



Serology or antibody test: Serology, or antibody tests, may be able to tell if you have ever been exposed to the virus that causes COVID-19. They do not tell you if you are infected with the virus that causes COVID-19 right now and can spread it to other people. Antibody tests should not be used to diagnose current infections. A positive antibody test does not guarantee immunity to COVID-19. A sample of your blood is collected and is used to see if your body has made antibodies to the virus. Your body makes antibodies when it fights an infection. Antibodies in your blood mean, at one time, you were exposed to COVID-19. Antibody tests find these antibodies in your blood and tell you if your immune system has responded to the infection.

Should my employees get an antibody test?

Antibodies develop several days after an individual gets infected and the strength of the immune response is highly variable among people. Right now, we don't have very good tests to measure a person's immunity or how much immunity is needed to prevent severe illness or infection. We know people have immunity after COVID-19 infection but immunity varies widely among people depending on age, medical conditions, and other factors.

Employers should not require their employees to have an antibody test to come to work. Antibody test results can't be used to avoid or end quarantine or isolation. Having your employees get antibody testing may be expensive and does not tell you if an employee could spread the virus to other people.

If an employee wants to get an antibody test, he or she will need to ask a healthcare provider to order the test. Antibody tests may also be available through private companies. There may be a cost for this test. If someone tests positive for COVID-19 antibodies, there is a chance that the person could still be infectious. He or she should get a PCR test to know if he or she is infectious right now and can spread the virus to others.



Scenario example

An employee is exposed to a coworker who tests positive for COVID-19.



Dave, Tom, and Nate work together.

Tom tested positive for COVID-19. He must isolate at home. He can't go to work until he is:

- Fever-free for 24 hours, and
- His symptoms have improved for 24 hours, and
- It has been at least 5 days since the day he was tested.

Tom needs to stay home for at least 5 days from the day he got tested, even if he never gets symptoms of COVID-19. **Tom must wear a mask around other people for another 5 days after he ends his isolation at home.**



The health department called Tom to find out who he had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.

Anyone who lives with Tom should quarantine at home for 5 days, unless they are up-to-date with their COVID-19 vaccinations or they had COVID-19 less than 90 days ago (about 3 months). They need to stay home for at least 5 days after the last time they were in close contact with Tom, even if they test negative or never get symptoms of COVID-19. This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Tom how long to quarantine and when to get tested.



Tom was at work 2 days before he got sick and tested positive for COVID-19. The health department called Tom's employer to tell them he tested positive for COVID-19.

Dave was in close contact with Tom while he was infectious at work. Dave isn't up-to-date with his COVID-19 vaccinations so he needs to quarantine at home. He can return to work:

- After 5 days as long as he doesn't have any symptoms.
- He must wear a mask around other people for another 5 days after he ends his quarantine at home. If he can't wear a mask around other people, Dave should quarantine at home for 10 days instead of 5.





Dave's family does not have to quarantine UNLESS he tests positive.

Dave should be extra careful and take safety precautions. He can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Dave should follow for 10 days after his exposure, go to page 12.

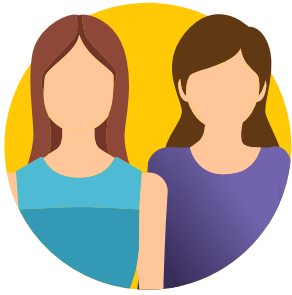


Nate works in a different area. He has not been in close contact with Tom.

Nate can go to work. He does not need to quarantine at home. He does not need to get tested for COVID-19 at this time.

Scenario example

An employee lives with someone who tests positive for COVID-19.



Jenny lives with her sister. Jenny's sister tested positive for COVID-19. Jenny is at a much higher risk of getting infected with the virus because it can be very hard to stay isolated from people who have COVID-19 and live in your home.



The health department calls Jenny to tell her she is a household contact with someone who tested positive for COVID-19. This means she is living with someone who tested positive for COVID-19.



Jenny must quarantine at home for 5 days because she isn't up-to-date with her COVID-19 vaccinations. She can't go to work for at least 5 days. Jenny should wait 5 days from her exposure to get tested. This lets enough of the virus build up in her body to be detected by the test.

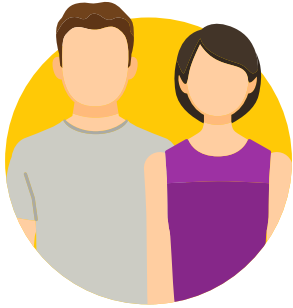


Jenny may need to quarantine longer than 5 days. Every time she is in close contact with her sister while she is infectious, her 5-day quarantine starts over.

Jenny should be extra careful and take safety precautions. She needs to wear a mask around other people for another 5 days after she ends her quarantine at home. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Jenny should follow for 10 days after her exposure, go to page 12.

Scenario example

An employee has a family member who was exposed to COVID-19 but the employee was not exposed to the person who tested positive.



Heather and Erico are married.



The health department called Erico to tell him he was exposed to a person who tested positive for COVID-19. This means he was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.

Erico must quarantine at home for 5 days because he is not [up-to-date](#) with his COVID-19 vaccinations. He should wait 5 days from his exposure to get tested. This lets enough of the virus build up in his body to be detected by the test. Erico needs to wear a mask around other people for another 5 days after he ends his quarantine at home.



The health department did not call Heather. Heather was not in close contact with the person who tested positive. She can go to work. She does not need to tell her employer that her husband is quarantined. Heather does not need to quarantine **UNLESS** Erico tests positive for COVID-19. She does not need to get tested at this time.

Scenario example

An employee is exposed to someone who tests positive for COVID-19 in her personal life.



Joelle attended a family gathering and was exposed to someone with COVID-19. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



Joelle should quarantine at home because she is not up-to-date with her COVID-19 vaccinations. She can return to work:

- After 5 days as long as she doesn't have any symptoms of COVID-19.
- Joelle must wear a mask around other people for another 5 days after she ends her quarantine at home. If she can't wear a mask around other people, she should quarantine at home for 10 days instead of 5.



Joelle's coworkers do not need to quarantine UNLESS she tests positive and was at work while she was infectious.

Joelle should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Joelle should follow for 10 days after her exposure, go to page 12.

Scenario example

An employee is exposed to someone who tests positive for COVID-19 but the employee has already had COVID-19 within the last 90 days (about 3 months).



Richard tested positive for COVID-19 less than 90 days ago (about 3 months).

After finishing his isolation, he returned to work. A few weeks after returning to work, Richard was exposed to a coworker who tested positive. This means he was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



Richard doesn't have to quarantine at home because it has been less than 90 days since he tested positive. He may go to work. Richard doesn't need to get tested again if it has been less than 90 days since he tested positive for COVID-19. However, if it had been more than 90 days since he tested positive, he would need to get tested 5 days after he was exposed.



Richard should follow these guidelines for 10 days from the date of his last exposure:

- Wear a [well-fitting mask](#) around others and in public for 10 days.
- Get tested 5 days after the exposure.
- Watch for symptoms for 10 days after the exposure. Stay home if he gets sick or has symptoms, even if they are mild.

Scenario example

An employee is exposed to someone who tests positive for COVID-19 but the employee has already had COVID-19 more than 90 days ago (about 3 months).



Claudia tested positive for COVID-19 more than 90 days ago (about 3 months).

After finishing her isolation, she returned to work. A few weeks after returning to work, Claudia was exposed to a coworker who tested positive. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



Because it has been more than 90 days since Claudia tested positive and she is not up-to-date with her COVID-19 vaccinations, she should quarantine at home. She can return to work:

- After 5 days as long as she doesn't have any symptoms of COVID-19,
- Claudia must wear a mask around other people for another 5 days after she ends her quarantine at home. If she can't wear a mask around other people, she should quarantine at home for 10 days instead of 5.



Claudia's family does not have to quarantine UNLESS she tests positive.

Claudia should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Claudia should follow for 10 days after her exposure, go to page 12.

Scenario for essential employees only

An essential employee is exposed to a coworker who tests positive for COVID-19. There is no one else who can do the job of the essential employee who was exposed.



Joe and Edwin work together and are essential employees.

Joe tested positive for COVID-19. He must isolate at home. He can't go to work until he is

- Fever-free for 24 hours, and
- His symptoms have improved for 24 hours, and
- It has been at least 5 days since the day he was tested.



Joe needs to stay home for at least 5 days from the day he got tested, even if he never gets symptoms of COVID-19. **Joe must wear a mask around other people for another 5 days after he ends his isolation at home.** The health department called Joe to find out who he had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.



Anyone who lives with Joe should quarantine for 5 days, unless they are up-to-date with their COVID-19 vaccinations or they had COVID-19 less than 90 days ago (about 3 months). This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Joe how long to quarantine and when to get tested.

Joe was at work 2 days before he got sick and tested positive for COVID-19. The health department called Joe's employer to tell them he tested positive for COVID-19.



Edwin was in close contact with Joe while he was infectious at work. There is no one else who can do his job. Edwin's employer gives him permission to follow the essential employee quarantine guidance.

Edwin can continue going to work during his quarantine as long as he does not have symptoms of COVID-19. He should wait 5 days to get tested. This lets enough of the virus build up in his body to be detected by the test.

Edwin's family does not have to quarantine UNLESS he tests positive.

Edwin must be extra careful and take safety precautions. He can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Edwin should follow for 10 days after his exposure, go to page 12.

Scenario for essential employees only

An essential employee is exposed to a coworker who tests positive for COVID-19. Other workers can do the job of the essential employee who was exposed.



Amelia and Charla work together and are essential employees.



Amelia tested positive for COVID-19. She must isolate at home.

She can't go to work until she is:

- Fever-free for 24 hours, and
- Her symptoms have improved for 24 hours, and
- It has been at least 5 days since the day she was tested.

Amelia needs to stay home for at least 5 days from the day she got tested, even if she never gets symptoms of COVID-19. If Amelia did not have symptoms, she should isolate for 5 days from the day she was tested. **Amelia must wear a mask around other people for another 5 days after she ends her isolation at home.** The health department called Amelia to find out who she had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.



Anyone who lives with Amelia should quarantine for 5 days, unless they are [up-to-date](#) with their COVID-19 vaccinations or they had COVID-19 less than 90 days ago (about 3 months). This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Amelia how long to quarantine and when to get tested.

Amelia was at work 2 days before she got sick and tested positive for COVID-19. The health department called Amelia's employer to tell them she tested positive for COVID-19.



Charla was in close contact with Amelia while she was infectious at work. She is not [up-to-date](#) with her COVID-19 vaccinations. Charla's employer is able to find other employees to do Charla's job while she quarantines at home. Charla can return to work:

- After 5 days as long as she doesn't have any symptoms of COVID-19.
- Charla must wear a mask around other people for another 5 days after she ends her quarantine at home. If she can't wear a mask around other people, she should quarantine at home for 10 days instead of 5.

Charla's family does not have to quarantine UNLESS she tests positive.

Charla should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Charla should follow for 10 days after her exposure, go to page 12.

Scenario example

An employee who has had her COVID-19 booster dose is exposed to someone who tests positive for COVID-19.



Kayla works at a child care facility. She got her booster dose and is [up-to-date](#) with her COVID-19 vaccinations. She was exposed to someone with COVID-19. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.

Kayla doesn't have to quarantine at home because she is [up-to-date](#) with her COVID-19 vaccinations. However, she should still get tested 5 days after the exposure to be safe. Kayla should wear a mask when she is around other people for 10 days after her exposure.

Scenario example

An employee who hasn't had her COVID-19 booster dose yet is exposed to someone who tests positive for COVID-19.



Mayra works at a child care facility. She hasn't gotten a booster dose yet and isn't [up-to-date](#) with her COVID-19 vaccinations.

She was exposed to someone with COVID-19. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.

Mayra must quarantine at home because she is not [up-to-date](#) with her COVID-19 vaccinations. She can return to work:

- After 5 days as long as she doesn't have any symptoms of COVID-19.
- Mayra must wear a mask around other people for another 5 days after she ends her quarantine at home. If she can't wear a mask around other people, she should quarantine at home for 10 days instead of 5.

Mayra's family does not have to quarantine UNLESS she tests positive.

Mayra should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Mayra should follow for 10 days after her exposure, go to page 12.

Cleaning²⁹

The guidance in this section is for regular cleaning of your workplace. **Employers should make policies to protect workers. You should train all cleaning staff on-site before they begin cleaning tasks.**

Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.

What is the difference between cleaning, sanitizing, and disinfecting?



Cleaning

Cleaning uses soap (or detergent) and water to remove germs, dirt, and impurities from surfaces or objects. Cleaning doesn't usually kill germs, but it lowers their numbers and the risk of spreading infection when you remove them.



Sanitizing

Sanitizing reduces germs on objects to levels that are safe for people by using a sanitizing product or process. Sanitizer is a product that reduces, but does not eliminate germs, on surfaces to levels considered safe by public health codes or regulations. A sanitizer may be used on surfaces that food touches (dishes, utensils, cutting boards, high chair trays).

Disinfecting

Disinfecting uses chemicals to kill germs on surfaces or objects. Disinfecting doesn't clean dirty surfaces or objects. It should be done after you clean and remove germs, to kill germs and further lower the risk of spreading infection.

We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room. When you decide how long to close off rooms or areas used by people who were sick before you start disinfecting them, think about:

- The size of the room.
- The ventilation system design. You should know where the supply and exhaust vents are. It is also important to know the flow rate (air changes per hour).
- Have an after-hours cleaning and maintenance plan for your workplace.
- Vacuuming, sweeping, curtain cleaning, and brooms can send infected particles back into the air.
- Employees who are responsible for cleaning and maintenance tasks that are not affected by HVAC system operation are at an increased risk of close range exposure and should wear proper PPE, including an N95 mask³⁰.

²⁹ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³⁰ <https://www.ashrae.org/technical-resources/commercial#general>

Employers should:



Make a plan with staff and employees. Discuss obstacles to more frequent cleaning and disinfecting and ways to overcome those obstacles.



Train staff. Make sure that cleaning staff, employees, and others who use cleaners and disinfectants read and understand all instruction labels, understand safe and appropriate use, and have and are using the PPE appropriate to the product. Consider providing instructional materials and training in other languages.



Develop a schedule for increased, routine cleaning, sanitizing, and disinfection. Modify your standard procedures to accommodate more frequent cleaning and disinfection. Focus cleaning and disinfection on surfaces and objects that are touched often (doorknobs, light switches, classroom sink handles, countertops) and shared items between uses.



Cleaning, sanitizing, and disinfection products should not be used by children or near children, and employees should make sure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

Cleaning tips for employees



What should I clean?

Clean and disinfect surfaces and objects at your workplace that are touched often. Follow the recommendations in this section for the types of cleaners and disinfectants you should use on different surfaces.

Examples of some of the surfaces that may be touched often:

- Door handles and knobs
- Tables and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Sinks and surrounding areas
- Counter tops
- Shared electronics such as cash registers or printers
- Utensils and serving utensils



When should I clean?

Clean and disinfect surfaces and objects that are touched often at least daily or between use by different employees or customers. Limit the use of shared objects when possible, or clean and disinfect between use.

Times you may want to clean or disinfect:

- In the morning before customers arrive
- Between work shifts
- Between use of shared surfaces or objects
- Before and after food service
- Before employees return from breaks
- After customers leave for the day



These cleaning guidelines are for community, non-healthcare facilities such as:

- Schools
- Institutions of higher education
- Offices
- Child care centers
- Businesses
- Community centers that do, and do not, house persons overnight

Cleaning products

Cleaning staff and others should clean hands often. Employees should wash their hands with soap and water right away after they take off gloves or have contact with someone who is sick. If you do not have soap and water and your hands do not look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.



Call the Utah Poison Control Center if you have questions about exposures to cleaning products.

- To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are the right ones for the surface. Disinfectants are important to reduce the spread of COVID-19. Do not overuse or stockpile disinfectants or other supplies. This can cause shortages of products needed in critical situations.
- Employers must follow OSHA standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).
- Most common EPA-registered household disinfectants can be used to fight COVID-19.
- A list of EPA-approved products for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Always follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time, etc.
- Always read and follow the directions on the label to make sure you are safe and using the products correctly.
- Wear gloves and consider wearing eye protection in case chemicals splash.
- Make sure there is enough ventilation in the room when you are using chemicals.
- Only use the amount recommended on the label.
- If you are diluting chemicals, use water that is room temperature (unless it says something different on the label).
- Do not mix chemicals.
- Put a label on diluted cleaning solutions.
- Store and use chemicals out of the reach of children and pets.
- You should never eat, drink, breathe, or inject these products into your body or put them directly on your skin. They can cause serious harm. Do not wipe or bathe pets with these, or any other products that are not approved for animal use. You can also use diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) to fight COVID-19.
- Check to make sure bleach can be used on the surface before you use it.
- Follow the manufacturer's instructions to apply a bleach solution.
- Make sure it stays on the surface for at least 1 minute.
- Always make sure there is enough ventilation during and after using bleach solutions.
- Check to make sure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that could be very dangerous to breathe in.

If EPA-approved disinfectants are in short supply, you can use a bleach solution. Household bleach that is not expired will be effective against coronaviruses when it is properly diluted. Bleach solutions will be effective for disinfection up to 24 hours. You can make a bleach solution by mixing:

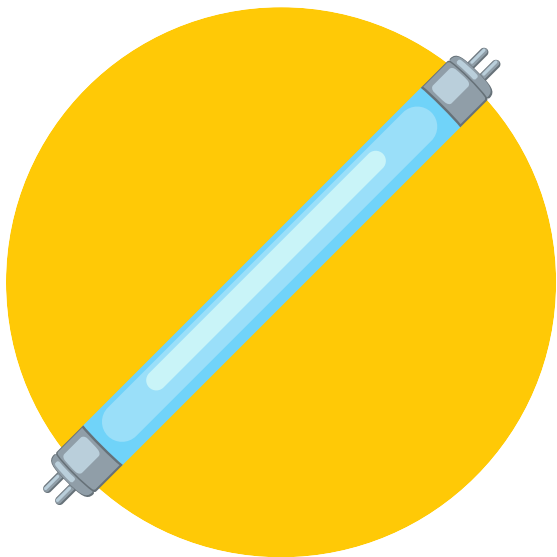
- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water.



Disinfectants

Some surfaces only need to be cleaned with soap and water. If surfaces aren't touched often, you can just clean them with soap and water and don't need to disinfect them. For more information about cleaning and disinfecting, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

- Do not apply disinfectants to items used by children, especially items they might put in their mouths. Many disinfectants can be harmful if they are swallowed.
- In a household setting, you can usually just clean toys with soap and water. For more information about cleaning and disinfecting toys and surfaces in a childcare setting, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.
- Employees or companies who have specialized training and equipment may be required to apply certain disinfectants such as fumigants and fogs.



Alternative disinfection methods:

We do not know how effective alternative disinfection methods are against COVID-19, such as ultrasonic waves, high intensity UV radiation, and LED blue light. The EPA does not routinely review these, so they cannot confirm whether they are effective against COVID-19. The CDC only recommends the use of [EPA-recommended disinfectants](#) against the virus that causes COVID-19.

- The CDC does not recommend using a sanitizing tunnel. There is no evidence they are effective to reduce the spread of COVID. The chemicals used in these tunnels can cause eye, skin, or respiratory irritation or damage.

How to clean hard surfaces

Increase how often you clean surfaces and shared objects that are touched often (such as workstations, keyboards, telephones, handrails, and doorknobs). This will reduce the risk of cross contamination.

For example, clean before and after work or before and after staff use shared objects.

- Clean dirty surfaces with soap and water before you disinfect them.
- Always wear gloves and gowns recommended for the type of chemicals you use.
- You may need to wear extra PPE to clean and disinfect. This will depend on the product you are using and if there is enough ventilation in the place you are cleaning. Always follow the manufacturer's instructions for each product you use.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



How to clean soft (porous) surfaces

Move or remove as many items as you can that are touched often or have contact with many people. You may want to remove soft and porous items such as area rugs and seating. These types of items are difficult to clean and disinfect. It may be easier to store these types of items during the pandemic. There are a limited number of EPA-approved products for soft and porous materials.

When you clean soft (porous) surfaces like carpeted floor, rugs, and drapes, remove anything you can see that is dirty or might contaminate it. Vacuum before you use any type of cleaner. You can then use a cleaner meant for this type of surface.

After you clean:

- If the items can be washed in a washing machine, follow the manufacturer's instructions to wash them. Use the warmest water setting you can for the items. Dry the items all the way.
- If items can't be washed in a washing machine, clean the surface with soap and water or use products made for porous surfaces that are EPA-approved for use against the virus that causes COVID-19.
- Soft and porous materials that are not touched often should only be cleaned or laundered.

How to clean electronics

When you clean electronics like tablets, touch screens, keyboards, remote controls, and ATM machines, remove anything you can see that is dirty or might contaminate it.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- You may want to use wipeable covers for electronics.
- If you don't have the manufacturer's instructions, you may want to use alcohol based wipes or sprays that have at least 70% alcohol to disinfect touch screens. Make sure you dry surfaces very well so liquids don't pool.



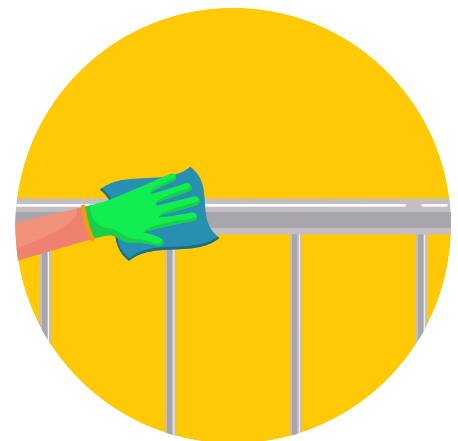
Cleaning linens, clothes, or other items that go in the laundry

- Do not shake dirty laundry. You do not want to spread the virus in the air.
- Use the manufacturer's instructions when you wash items. Wash items on the warmest water setting you can use for the items. Dry them all the way. You can wash dirty laundry from someone who was sick with other people's items.
- Clean and disinfect hampers or other carts used to carry laundry. Follow the manufacturer's instructions or use the cleaning recommendations for the type of surface.

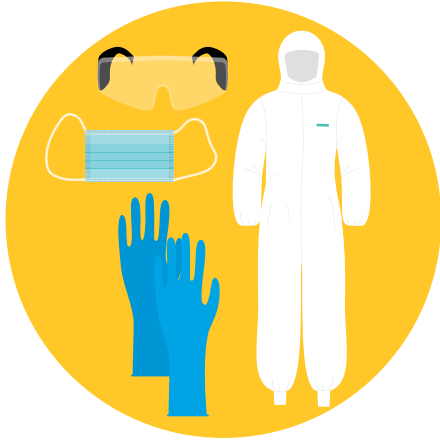
How to clean outdoor areas

Do your regular cleaning on these areas. You do not need to disinfect them.

- Do not spray disinfectant on outdoor equipment. This is not a good use of your supplies because disinfecting outdoor equipment is not proven to reduce the risk of COVID-19.
- Clean high-touch surfaces made of plastic or metal often (grab bars, railings).
- You do not need to clean and disinfect wooden surfaces (play structures, benches, tables) or ground covers (mulch, sand).
- You should not disinfect sidewalks and roads. Spread of COVID-19 from these surfaces is very low.



Personal protective equipment (PPE) for cleaning staff



You should consider the safety of employees who perform custodial or other cleaning and disinfecting tasks. These employees are at an increased risk of being exposed to the virus and toxic effects of chemicals.

- To protect your employees, train them to use PPE and chemicals correctly.
- Cleaning employees should wear disposable gloves and gowns for all of their tasks in the cleaning process. This includes when they handle trash.
- You should have gloves and gowns that can be used with the disinfectant products you are using.
- You may need to have extra PPE, depending on the type of cleaning or disinfectant products you use. For example, you may need eye protection if there is a risk of cleaning products splashing into your eyes.
- Be careful when you take off gloves and gowns. You don't want to come into contact with any germs or spread them into the air. Wash your hands right away with soap and water for 20 seconds after you take off your gloves.
- If you don't have a gown, you can wear coveralls, an apron, or a work uniform when you clean and disinfect. If you are wearing reusable (washable) clothes, wash it after you wear it. Wash your hands after you touch dirty laundry.
- Take off your gloves after you clean a room or an area where sick people have been. Wash your hands right away after you take off your gloves.
- Tell your supervisor right away if something happens to your PPE, like a tear in your gloves or something else that could expose you to COVID-19.
- Wash your hands often for 20 seconds with soap and water. If you don't have soap and water and your hands don't look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.
- Use good hygiene at work and home. Wash your hands often. Try not to touch your eyes, nose, or mouth with unwashed hands.



Cleaning after a positive case of COVID-19³¹

You usually do not need to close your entire business for a single case of COVID-19. You should consider community spread, how much contact the person with COVID-19 had with others, as and when the contact took place. These things should also be considered when you decide how long a workplace, or part of the workplace, stays closed. Employers should work with local health officials to determine if temporarily closing the building is necessary.

You should wait 24 hours before you clean and disinfect. This reduces the chance for other employees to be exposed to respiratory droplets.

If you can't wait 24 hours, wait as long as possible. Open outside doors and windows to increase air circulation in these areas during this waiting period.



Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.

We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room. When you decide how long to close off rooms or areas used by people who were sick before you start disinfecting them, think about:

- The size of the room.
- The ventilation system design. You should know where the supply and exhaust vents are. It is also important to know the flow rate (air changes per hour).

Have an after-hours cleaning and maintenance plan for your business.

- Vacuuming, sweeping, curtain cleaning, and brooms can send infected particles back into the air.
- Employees who are responsible for cleaning and maintenance tasks that are not affected by HVAC system operation are at an increased risk of close range exposure and should wear proper PPE, including an N95 mask.³²



³¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³² <https://www.ashrae.org/technical-resources/commercial#general>

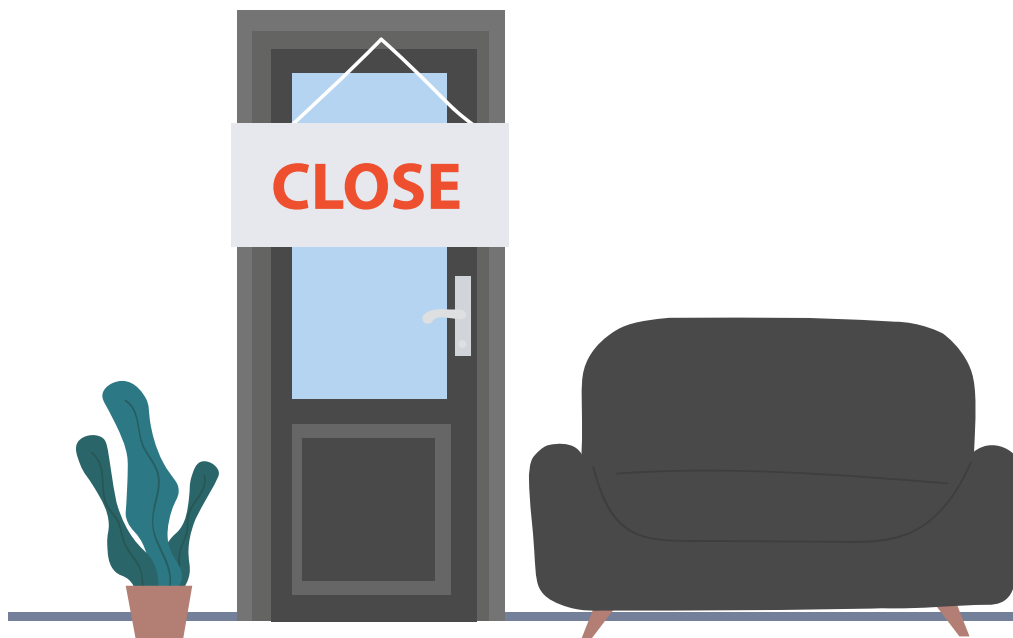


These cleaning guidelines are for community, non-healthcare facilities such as:

- Schools
- Institutions of higher education
- Offices
- Child care centers
- Businesses
- Community centers that do, and do not, house persons overnight

These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others who have specific cleaning guidance.

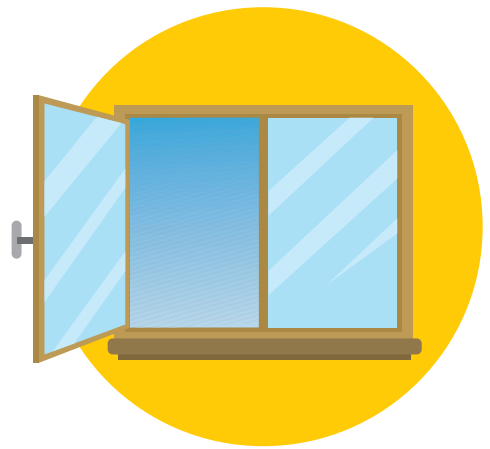
Number of days since the sick employee was at the workplace	What to do
Fewer than 7 days	Close off all areas used for long periods of time by the person who is sick. Wait 24 hours before you start to clean and disinfect.
7 days or more	You do not need to do extra cleaning and disinfection. Just do your regular cleaning and disinfecting of all high-touch surfaces at the workplace.



At a school, child care center, office, or other facility that does not house people overnight:

- Close off areas visited by the person who was sick. You do not necessarily need to shut down your school if you can close off the affected area.
- Open outside doors and windows.
- Turn off in-room, window-mounted, or on-wall recirculation HVAC temporarily, to keep from contaminating HVAC units.
- Do NOT deactivate central HVAC systems. These systems introduce outdoor air into the areas and provide better filtration.
- Turn off room fans and the central HVAC system that services the room or space temporarily, so that particles that escape when you are vacuuming do not spread throughout the facility.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Clean soft or porous surfaces such as carpeted floors or rugs with the recommended detergents or cleaners for these surfaces.
 - After the surfaces are cleaned, disinfect with an EPA-approved disinfectant.
 - Soft and porous materials, like carpet, are not as easy to disinfect as hard surfaces. There are a limited number of EPA-approved disinfectants for these surfaces. For more information about approved disinfectants, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.
 - If a vacuum should not be used when the surface is wet, you need to make sure to allow enough time for the surface to dry.
 - Wear disposable gloves to clean and disinfect.
- People who have asthma should not be present when you clean or disinfect. This can trigger asthma attacks or exacerbations.
- Cleaning staff should clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the person who is sick, focusing on frequently touched surfaces.
- Areas can be reopened once they have been cleaned and disinfected.
- Workers who did not have close contact with the person who was sick can return to work after the area has been disinfected.

DO NOT ENTER



At a facility that does house people overnight:

- You should work with state and local health officials to isolate people who are sick and provide temporary housing as needed. Follow the [Interim Guidance for US Institutions of Higher Education](#).
- Close off areas visited by the person who is sick. You do not necessarily need to shut down your business if you can close off the affected area.
- Open outside doors and windows.
- Turn off in-room, window-mounted, or on-wall recirculation HVAC temporarily, to keep from contaminating HVAC units.
- Do NOT deactivate central HVAC systems. These systems introduce outdoor air into the areas and provide better filtration.
- Turn off room fans and the central HVAC system that services the room or space temporarily, so that particles that escape when you are vacuuming do not spread throughout the facility.
- Do not vacuum a room or space that has people in it. Wait to vacuum until the room or space is empty, such as at night for common spaces, or during the day for private rooms.
 - Clean soft or porous surfaces such as carpeted floors or rugs with the recommended detergents or cleaners for these surfaces.
 - After the surfaces are cleaned, disinfect with an EPA-approved disinfectant.
 - Soft and porous materials, like carpet, are not as easy to disinfect as hard surfaces. There are a limited number of EPA-approved disinfectants for these surfaces. For more information about approved disinfectants, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.
 - If a vacuum should not be used when the surface is wet, you need to make sure to allow enough time for the surface to dry.
- Wear disposable gloves to clean and disinfect.
- People who have asthma should not be present when you clean or disinfect. This can trigger asthma attacks or exacerbations.

In areas where people who are sick are being housed in isolation, follow the [CDC Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#).

- Focus on cleaning and disinfecting common areas where staff or other people who provide services may come into contact with people who are sick.
- You should reduce how often you clean and disinfect the bedrooms and bathrooms used by people who are sick. Only clean and disinfect these spaces as-needed.
- Clean and disinfect as normal in areas people who are sick have visited or used. You do not need to do any extra cleaning and disinfection if it has been more than 7 days since the person with COVID-19 visited or used the area.
- Areas can be reopened once they have been cleaned and disinfected.
- Workers who did not have close contact with the person who was sick can return to work after the area has been disinfected.



Protect your operations

This manual provides public health recommendations that will help make workplaces safer, but they will not eliminate the risk of COVID-19 completely. Workplace cannot stop the spread of COVID-19 alone. Communities which have a lot of COVID-19 spread will also see outbreaks in workplaces. It is critical for communities, families, and individuals to take necessary measures to lower the spread of COVID-19. If we all follow as many of the recommendations as we can, it will greatly reduce the risk of COVID-19 spreading in our businesses.^{33,34}

Make sure your policies follow public health guidance, as well as state and federal labor laws.

Prepare your workplace or business for operation.

Custodians and maintenance employees should be the first employees back in your building after a business closure. Allow plenty of time for them to prepare the building before you allow other employees to return.

The CDC uses a list of things you can do to lower the risk to employees. This list is called the [hierarchy of controls](#).³⁵ They are listed from the best ways you can control and stop the spread of COVID-19, to the ways that are least effective. Use a combination of these controls to best protect your business. Some of these include engineering controls (ventilation and how you set up the spaces in your business and workspaces), policies for your workplace, and personal protective equipment (PPE).

Your hazard assessment will tell you what kind of COVID-19 workplace hazards you have, or may get. This will help you decide what to do to lower the risk, or what type of PPE are needed for specific job duties.



33 <https://pws.byu.edu/making-sense-of-the-research-on-covid-19-and-school-reopenings>

34 <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

35 <https://www.cdc.gov/niosh/topics/hierarchy/default.html>

Engineering and ventilation controls³⁶

You may want to improve the engineering controls using the building ventilation system. It is a good idea to work with an HVAC professional who knows the best way to improve ventilation for local environmental conditions and spread in the community.

- ✓ Increase the percentage of outdoor air to as high as 100% as possible with the HVAC system capabilities (such as using economizer modes). You will need to verify to make sure the HVAC system is compatible for both temperature and humidity, as well as indoor and outdoor air quality. If you have fewer people in the building, this increases the effective dilution ventilation per person.
- ✓ Increase total airflow supply to occupied spaces, if possible.

Make sure ventilation systems are working properly.

- ✓ Disable demand-controlled ventilation (DCV) that reduces air supply based on temperature or occupancy.
- ✓ Consider using natural ventilation (open windows if it is safe and possible to do so) to allow outdoor air to dilute the indoor air.
- ✓ Increase air filtration to as high as possible without weakening the design airflow.
- ✓ Check filters to make sure they are within service life and have been installed correctly. Inspect the filter housing racks to make sure the filter fits correctly and check for ways to minimize filter bypass.
- ✓ Consider running the HVAC system at maximum outside airflow for 2 hours before and after areas are occupied, according to the [industry standards](#).
- ✓ Keep systems running for longer hours. It is best to run them all the time if you can (24 hours a day, 7 days a week). This makes the air exchanges in the building space better.
- ✓ Generate clean-to-less-clean air movements. Re-evaluate how supply and exhaust air diffusers are positioned. Adjust the zone supply and exhaust flow rates to establish measurable pressure differentials.
- ✓ Have employees work in “clean” ventilation zones and out of higher risk areas, such as visitor reception or exercise facilities.
- ✓ Consider using a portable HEPA fan or filtration system to help clean the air, especially in higher-risk areas.
- ✓ Consider using [ultraviolet germicidal irradiation \(UVGI\)](#) as another way to get rid of potential airborne virus in the [upper room](#) air of common areas.
- ✓ Post warning signs if exhaust outlets are near pedestrian areas; consider diverting to avoid them.

Some of these recommendations are from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Learn more about ASHRAE guidelines at <https://www.ashrae.org/>.

³⁶ <https://www.ashrae.org/>



Protect your building water system and devices after a long shutdown:

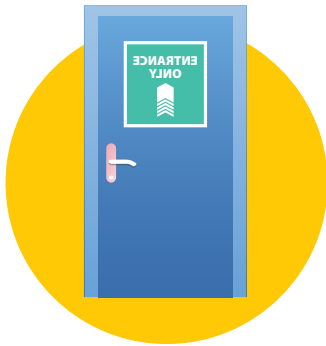
If you had to shut down your building for a long time, there are steps you need to take before you reopen. The CDC Guidance for Building Water Systems has 8 steps you should take before you reopen your business or building. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

Recommendations for specific areas and spaces at your workplace:

Make sure you know where the supply and return outlet locations are for these spaces and that there won't be long time periods where people are exposed to air flow from the face of one person to another. For more information, visit

<https://www.ashrae.org/technical-resources/commercial#general>

https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf



Lobby:

- Pressurized lobby to outside.
- Label entrance and exit doors for one-way traffic.

Elevator and escalators:

- Ask riders to wear face masks and minimize talking.
- Limit riders for physical distancing and face away from each other. Place decals inside the elevator to show riders where to stand, if needed.
- Consider having elevators stop at every floor in low-rise buildings.
- Turn on elevator cab (lift) ventilation fans, when possible.
- Ask people to take the stairs, if possible. This is very helpful when elevator lobbies are crowded.
- Post signs to remind people to physical distance.
- Allow elevators to run at high speed to reduce time in elevators.
- Consider installing a touchless call button.
- Consider a portable air cleaner with HEPA filter in the elevator for vulnerable riders.
- Use floor markings in elevator lobbies and near the entrance to escalators to remind people to physical distance.
- Consider leaving steps empty between passengers on escalators, if possible.
- Post signs to remind people not to touch surfaces. They should use an object (such as a pen cap) or their knuckle to push elevator buttons.
- Ask elevator and escalator riders to wash their hands and not touch their face after holding on to handrails or touching buttons.





Stairs:

- Consider one-way traffic if there are more than 2 stairs.
- Turn on fans or stairwell pressurization, if possible.
- Open windows to outside, if possible and outside conditions allow.
- Consider portable air cleaners.

Toilet:

- Consider installing an occupancy sensor, if possible.
- Add a lid to the toilet and ask people to put the lid on before they flush.



Conference room or private office:

- Keep doors open to allow air movement. If doors must be closed, consider a portable air cleaner or return fan to ceiling plenum.

Atrium:

- All air handling systems that connect to an atrium should have similar measures.
- Review impact of stack effect.

Other recommendations or areas to review:

- Keep dry bulb temperatures within the comfort ranges indicated in [ANSI/ASHRAE Standard 55-2017](#). You should try to keep them at the higher end of the dry bulb temperatures.
- Keep relative humidity between 40% and 60%, if possible. This can reduce how long the virus lives. You may need to watch for the possibility of issues with indoor condensation.
- Do not open windows if outdoor air quality is not healthy or increase ventilation without using the proper filters. For more information, visit [ANSI/ASHRAE Standards 62.1-2019](#).
- Check outside air intake often to make sure there is not a potential risk.
- Check the air intake location for any obstruction, or less than 10' above ground.
- Check the nearby exhaust for other contaminants.

Sick leave

The easiest way to protect your business is to ask sick employees to stay home. Employees should stay home if they have symptoms of COVID-19, are waiting for test results, have tested positive, or have been exposed and asked to quarantine. Many employees are scared to take time off if they are sick for fear of losing their job or income while they get better. Employees may also be scared to tell their employer if someone in their home has tested positive for COVID-19 or if they have come in close contact with someone who has tested positive.

Most people who test positive for COVID-19 will have symptoms of the disease. However, COVID-19 may also be spread by people who have very mild symptoms or no symptoms at all. This means a person can have the virus and not even know it. This is why it is very important during the pandemic for employers to have sick leave policies that make employees feel safe to take time off if they are sick or should be quarantined.

You should not ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems. In order to receive quarantine documentation for FFCRA reimbursement, email contact.tracing@utah.gov.

Tax Credits for Paid Leave

Requirements of the [Families First Coronavirus Response Act \(FFCRA\)](#) became voluntary in 2021. If you're still providing compensation to employees who miss work because of COVID-related illness to themselves or family members, you can still claim the tax credit associated with the Act to get reimbursement through September 2021.

Learn more at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

You can find information on financial resources for businesses during the pandemic at <https://coronavirus.utah.gov/business/business-loans-and-grants>.



Symptoms of COVID-19:



Fever

(temperature of 100.4°F or 38°C or higher or feeling feverish)



Cough



Shortness of breath



Decrease in sense of smell or taste



Sore throat



Muscle aches and pains



The U.S. Department of Labor has an easy-to-use online tool to determine:

- If an employee qualifies for paid sick leave or paid expanded family and medical leave.
- If an employer must provide paid sick leave or paid expanded family and medical leave.

This tool may be found at <https://www.dol.gov/agencies/whd/ffcra/benefits-eligibility-webtool>.

You may also find helpful questions and answers about the FFCRA at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

If you offer sick leave

During the pandemic, make sure you have sick leave policies in place to protect all of your employees. If someone comes to work sick, he or she could spread illness to other employees. Make employees stay home when they are sick to prevent the spread of COVID-19 to others.

- Review your sick leave and human resource policies. It is a good idea to add in a section about sick leave for reasons related to COVID-19.
- It is important to make sure employees understand sick leave policies so they don't come to work sick.
- Your policies should give employees the leave they need to quarantine or isolate.
- Sick leave policies should let employees stay home to care for a sick family member or take care of children if school or childcare is closed.
- During the pandemic, you may want to give advances on future sick leave and allow employees to donate sick leave to each other.

If you do not offer sick leave to some or all of your employees

If you do not offer sick leave to some or all of your employees, you may want to make a non-punitive “emergency sick leave” policy. This means your policy should not punish employees for taking leave for reasons related to COVID-19.

If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. You may want to ask them to use non-punitive leave policies.

A good example of a non-punitive emergency sick leave policy

An employer does not offer sick leave, but employees earn a certain amount of paid time off each pay period. The amount of paid time off is based on the hours they work each pay period. An employee tests positive for COVID-19 and must stay at home and follow isolation guidelines. The employer lets the employee keep earning paid time off while the employee is on isolation, even though the employee is not working. **A policy like this makes it more likely employees will stay home when they are sick, and not spread the virus to other employees.**



Staffing and work schedules

Making sure your business has enough workers to stay open if employees get sick is one of the hardest parts of making a COVID-19 response plan for your business. This is especially true for small businesses with few employees.

It is important to look at the way your business operates and the job functions of each employee. You need to know which job functions are critical to your business. This will help you make sure that if employees get sick, you have enough workers to keep your business open. Reduce the number of employees at your workplace, if you can. You can protect workers and continue operations by bringing back workers in phases, or little-by-little.

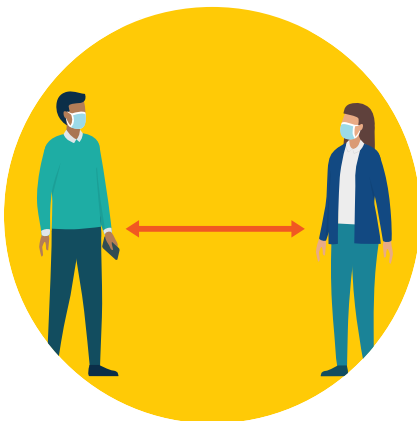
Business owners may not have time to oversee all COVID-19 issues. It is a good idea to have a workplace coordinator who is responsible for COVID-19 issues and their impact on your business.



Prevent close contact

COVID-19 is spread mainly by close contact between people. Close contact means a person was within 6 feet or 2 meters of someone who tested positive for COVID-19 for a total of 15 minutes or longer. Try to prevent employees from being in close contact with other employees and customers as much as you can.

- Have employees work from home if you can. Some areas of the state have more spread of COVID-19. Having employees work from home reduces the chance they will come in contact with the virus.
- Have flexible workspace (such as working from home) and sick leave policies.
- Have policies and practices for physical distancing. This means keeping people at least 6 feet apart from each other as much as possible. Set up your workspace to help workers and customers physical distance. Physically separate employees from each other and from customers, if you can.
- Schedule small groups of staff to always work the same, consistent shifts as each other. This reduces the chance of many employees being exposed at once. If an employee gets exposed or tests positive for COVID-19, only a small group of employees may need to be quarantined.



Talk about new policies

- Make sure to talk about workplace policies related to COVID-19 with your employees. It is important to help employees understand that everyone will need to work together to keep the workplace safe. Talk about these policies often. Be clear about what people need to do. It is a good idea to give employees these policies using different methods (in person, by email, posters, etc.).
- You may need to communicate with employees in their preferred languages. It is important to make sure **every** employee understands how to stay safe at work and keep others safe.



Plan for employees to be sick

The easiest way to prevent the spread of COVID-19 is for sick employees to stay home. If many employees get sick at one time, this can make it hard to keep your business open.

- Have a process or system for employees to report if they are sick. You can use this same process to let employees know about exposures to COVID-19 or closures.
- Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
- Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
- Plan for how you will operate if many employees are sick at one time or have sick family members to care for at home. It is also important to plan for employees who must stay home to watch their children if childcare programs and K-12 schools are closed.

Keep operations going

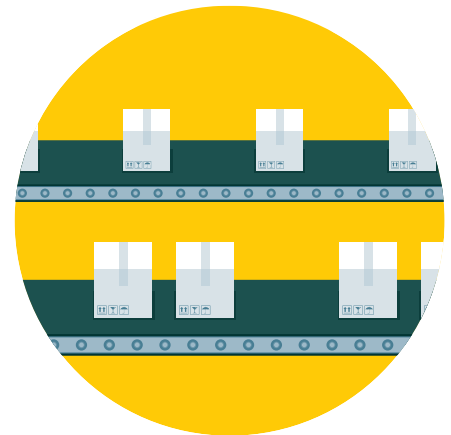
Once you have a plan to keep your business open if employees get sick, think about the other operations that are critical to your business.

- Tell any contractors or on-site visitors about changes to help control the spread of COVID-19. Make sure they have the information and will follow your policies.
- Know which functions are essential to your business. It is also important to understand how others and the community rely on your services or products.
- Be ready to change your business practices if you need to. Have a backup plan for any product or vendor your business needs to operate. Some goods and services may be in higher demand or unavailable. Be prepared for COVID-19 to also affect the other businesses you rely on.



Examples of how you may need to change business practices

- Find backup or alternate suppliers for goods and services.
 - You may need to stop some of your operations for a short time because of COVID-19. It is a good idea to decide in advance which of your existing customers will take priority if this happens.
-
- If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. Ask them to use non-punitive leave policies.
 - Talk with business partners about what you are doing to stop the spread of COVID-19 in your business. It is important for you to share best practices with other businesses in your communities (especially those in your supply chain). It will also help to stop the spread of the virus if business owners share what they are doing with the chambers of commerce and associations they are involved in. This can help improve community response efforts.



Meetings and gatherings

Reduce the risk to employees when you plan meetings and gatherings.

- Try to use videoconferencing or teleconferencing meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only happen in-person. Follow state and local regulations and guidance.
- If you can't use videoconferencing or teleconferencing, have meetings in open, well-ventilated spaces. Make sure everyone stays 6 feet or 2 meters apart and wears cloth face masks.



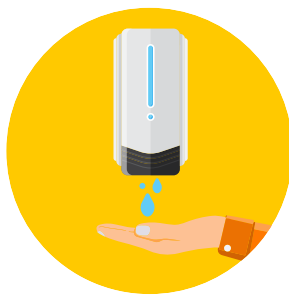
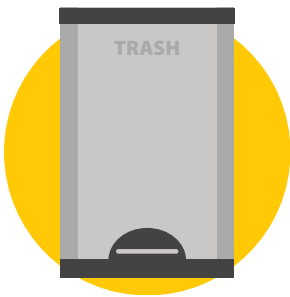
Protect your workplace

There are many things you can do to make the spaces in your business healthier and stop the spread of COVID-19. People are most likely to practice good health behaviors when it is easy for them to do. Make it easy for your employees and customers to stay safe by setting up your workspace with health in mind.

Hygiene

Good hygiene practices are some of the best ways to fight any illness. This includes COVID-19. You should follow normal hygiene practices when you are at work and at home. This means staying home when you are sick. You should try not to touch your eyes, nose, or mouth with unwashed hands. You should wash your hands often with soap and water for 20 seconds. Employers should talk often about good hygiene practices with their employees and post signs to remind customers.

Make sure employees, customers, and visitors have what they need to wash their hands and cover their coughs and sneezes. Make sure you always have enough of these supplies to keep people healthy and protect your business.



- Have tissues and no-touch trash cans.
- Have soap and water in the workplace. If you don't have soap and water, you should have alcohol-based hand sanitizer that is at least 60% alcohol. People are more likely to practice good health behaviors when they are easy for them to do. Place touchless hand sanitizer stations in many locations so people practice good hand hygiene.
- Put signs at the entrance and other workplace areas they are likely to be seen, to remind people about good hand hygiene. This can help stop the spread of COVID-19. Make sure to include signs in other languages if needed.
- Do not shake hands or touch other people. Ask employees to use other ways to greet people without touching.
- Cough or sneeze into your elbow or a tissue. Do not use your hands. Wash your hands after you cough or sneeze. Teach employees how to decrease the spread of germs when they cough and sneeze.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



Wash your hands

- After you blow your nose, cough, or sneeze.
- After you use the restroom.
- Before you eat or make food.
- After you touch animals or pets.
- Before and after you care for another person who needs help, such as a child.
- Before and after your work shifts.
- Before and after you take breaks at work.
- After you put on, touch, or take off a cloth face mask.



Hand sanitizer

- Keep hand sanitizers away from fire or flame.
- Children younger than 6 years old should not use hand sanitizer without adult supervision.
- Always store hand sanitizer out of reach of children and pets.

Face masks

COVID-19 spreads mainly from person to person through respiratory droplets when an infected person coughs, sneezes, or talks. COVID-19 can be spread by people who do not have symptoms and do not know that they are sick. It is important for everyone to wear a face mask when they are around people they do not live with. Face masks provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.³⁷ The CDC recommends you wear a [well-fitting mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html). A high-quality mask like a KN95 or double masking (this means wearing two masks at the same time) may provide more protection for other people who will be exposed to you.



- Employees should wear a face mask while at work.
- Ask customers to wear a face mask to protect employees.
- You need to practice physical distancing even if you wear a face mask.
- All visitors and non-regular staff should wear a face mask.
- Consider clear face masks for employees who interact with people who are deaf or hard of hearing.
- Make sure employees know how to use face masks correctly. Face masks should be worn over the nose and mouth, and fit securely around the face.
- Wash your hands before you put on a face mask.
- Encourage employees to try not to touch their faces when they wear a face mask. If they touch their face, they should wash their hands or use hand sanitizer right away.
- Do not wear face masks if they are wet. A wet face mask may make it hard to breathe.
- Employees should never share face masks.
- Wash face masks every day, or if they look dirty.
- Have extra face masks for employees in case a back-up is needed during the day.

³⁷ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Does everyone need to wear a face mask?

There is clear scientific evidence that wearing a face mask prevents the spread of COVID-19.^{38,39}

The CDC recommends all people 2 years of age and older wear a cloth face mask in public settings and when around people who don't live in your household, especially when it is hard to physical distance.⁴⁰

While cloth face masks are strongly encouraged to reduce the spread of COVID-19, it may not be possible in every situation or for some people to wear a face mask. In some situations, a face mask could make a physical or mental condition worse or be a safety concern. Consider adaptations and alternatives whenever possible to help someone wear a face mask or to reduce the risk of COVID-19 spread if it is not possible for someone to wear one.



Examples of times people may need adaptations and alternatives to face masks⁴¹

People who rely on lipreading to communicate may not be able to wear a cloth face mask (such as someone who is deaf or hard of hearing, or someone who cares for or interacts with a person who is hearing impaired).

- Consider using a clear face mask.
- If a clear face mask isn't available, consider whether you can:
 - Use written communication, or
 - Use closed captioning, or
 - Decrease background noise to make it possible to communicate if you are wearing a cloth face mask that blocks your lips.
- Consider using a plexiglass barrier.
- If you choose to wear a face shield, make sure it wraps around your face and goes below your chin. When you are not communicating, you should put your face mask back on.



It may be hard for some people with intellectual and developmental disabilities, mental health conditions, or other sensory sensitivities to wear a face mask.

They should talk to their doctor or healthcare provider for advice about wearing a face mask.



Face shields

It is not known if face shields provide any benefit to protect others from the spray of respiratory particles. The CDC does not recommend use of face shields instead of a face mask, or for normal everyday activities. If you choose to wear a face shield, you should also wear a face mask.

- If you wear a face shield without a face mask, make sure it wraps around your face and goes below your chin.
- Only wear a disposable face shield one time.
- Clean and disinfect reusable face shields after each use.
- DO NOT use a plastic face shield for a newborn or infant.

38 <https://pws.byu.edu/covid-19-and-masks>

39 <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

40 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

41 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#feasibility-adaptations>

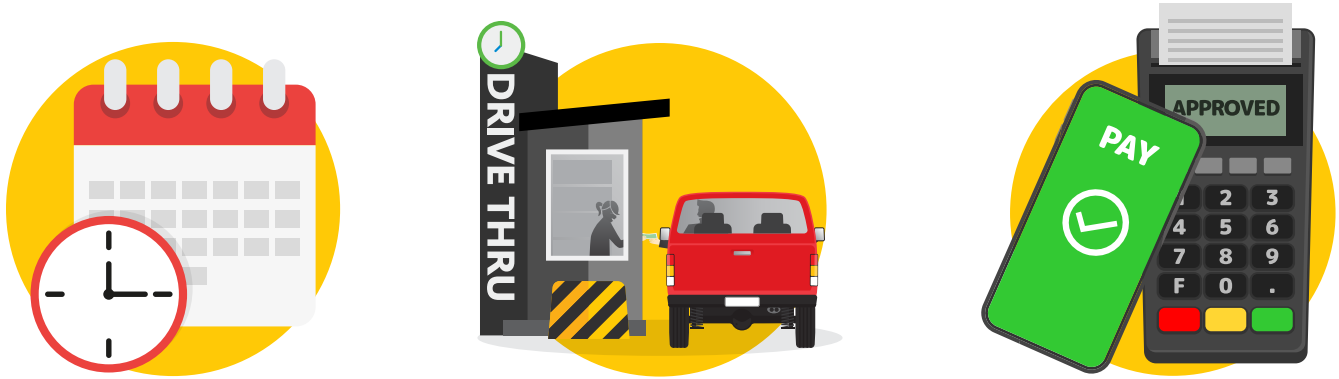
Physical spaces

COVID-19 is most easily spread by close contact between people. You should try to set up your workspace so employees are not in close contact with other employees or customers as much as possible.

Set up your workplace for physical distancing

Physical distancing means to stay 6 feet or 2 meters (about 2 arm lengths) away from other people.

- Try to reduce the number of employees at your worksite. Have employees work from home, if you can.
- If you can't have employees work from home, try to use flexible work hours as much as possible. Rotate or stagger shifts to limit the number of employees in the workplace at the same time.
- Deliver services to customers by phone, video, or web if you can.
- Change your business practices to reduce close contact with customers or other employees.



Examples of reducing close contact

- Ask customers to use drive-through service if they can.
- Install physical barriers between employees and customers, such as partitions.
- Ask customers to use click-and-collect online shopping.
- Ask customers to shop-by-phone.
- Ask customers to use curbside pickup and delivery options.
- Change your workspace so there is more physical space between employees.
- Increase the physical space between employees and customers.
- Ask employees not to use each other's phones, desks, offices, or other work tools and equipment, if possible.
- You can still help customers and employees physical distance in areas without physical barriers. Place visual reminders 6 feet or 2 meters apart. You can use signs, tape marks, decals or colored tape on the floor, or other visual cues.
- Close or limit access to common areas or break rooms where employees are likely to gather in groups.
- Do not shake hands.
- Move the electronic payment terminal/credit card reader farther away from the cashier. This will help increase the space between the customer and the cashier.
- Do stocking activities during off-peak or after hours when customers are not there.
- If you have more than one business location, you may want to give local managers the authority to take the steps they need to follow their COVID-19 response plans. Plans may change based on the spread of COVID-19 in local communities.

Find risks to your employees

You must give your employees a safe and healthy workplace. Employers need to find out where and how workers might be exposed to COVID-19 at work. You can find out if there are risks of employees being exposed to COVID-19 by doing a thorough hazard assessment of your business.

The CDC uses a list of things you can do to lower the risk to employees. This list is called the [hierarchy of controls](#). They are listed from the best ways you can control and stop the spread of COVID-19, to the ways that are least effective. Use a combination of these controls to best protect your business and employees. Some of these include engineering controls (ventilation and how you set up your workspace), policies for your workplace, and personal protective equipment (PPE). Your hazard assessment will tell you what kind of workplace hazards you have, or may get. This will help you decide what to do to lower the risk, or what type of PPE are needed for specific job duties.

If the setup of your workspace or policies aren't enough to fully protect employees, you should:

- Decide what PPE is needed for your employees' specific job duties.
- Tell employees which PPE they need.
- Train your employees how to use PPE correctly.
- Ask workers to wear a face mask at work even if your hazard assessment says they do not need PPE. PPE includes things like a respirator or medical face mask for protection. A face mask is not considered PPE in the workplace.

Visit <https://www.osha.gov/SLTC/covid-19/> to learn more about what employers should do to protect employees.

Sick employees

- Ask employees who are sick, have symptoms of COVID-19, or who have tested positive to stay home.
- Do not let employees who have symptoms of COVID-19 come into the building.
- Send an employee home if he or she gets sick at work. If you are not able to send the employee home, isolate or separate the person from other people right away. If the employee has signs of COVID-19, ask him or her to get tested.
- Make a list of other employees who had contact with the ill employee when the employee had symptoms and 2 days before the symptoms started. Other employees who had close contact within 6 feet of the employee for a total of 15 minutes or longer would be considered exposed.
- Have a policy for what to do if an employee needs to be taken home, to the doctor, or hospital.
- Employees should not come to work if they test positive for COVID-19 or are a close contact of someone who tested positive. Employees should follow the guidance from the health department. They should not come back to work until they have finished isolation or quarantine.



Engineering and ventilation controls

You may want to improve the engineering controls using the building ventilation system.

- Increase ventilation rates.
- Make sure ventilation systems are working properly.
- Increase outdoor air ventilation. Use caution in highly polluted areas. If you have fewer people in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Open minimum outdoor air dampers more (as high as 100%) to reduce or get rid of air that is recirculating. In mild weather, this will not affect temperature or humidity. However, this may be hard to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to make sure they are within service life and have been installed correctly.
- Keep systems running for longer hours. It is best to run them all the time if you can (24 hours a day, 7 days a week). This makes the air exchanges in the building space better.

Some of these recommendations are from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Learn more about ASHRAE guidelines at https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf.



Protect your building water system and devices after a long shutdown

If you had to shut down your building for a long time, there are steps you need to take before you reopen. The CDC Guidance for Building Water Systems has 8 steps you should take before you reopen your business or building. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

Protect your employees

Symptom monitoring

There is some evidence that relying on temperature or fever checks alone is an insufficient method of preventing the spread of the disease.⁴² Screen employees and customers for signs of COVID-19 before they enter the workplace. Screening is very quick and easy. Take each person's temperature, if you can. Ask if he or she has symptoms of COVID-19. If an employee or customer has symptoms of COVID-19, ask him or her to go home and isolate right away.



Fever
(temperature of 100.4°F or 38°C or higher or feeling feverish)



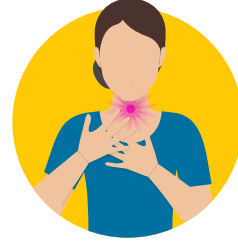
Cough



Shortness of breath



Decrease in sense of smell or taste



Sore throat



Muscle aches and pains

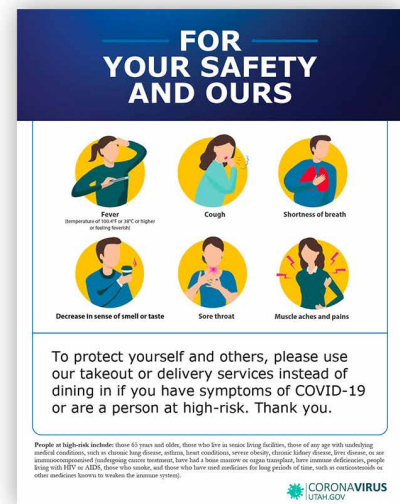
If you can't do a temperature check on an employee, ask the employee if he or she she is feeling feverish (the employee's skin may feel hot or be red, or he or she may have chills or be sweaty). **Employees who are sick should not go to work. This is a good idea for any illness, not just during the COVID-19 pandemic.**

It is important to have policies that encourage and support employees to stay home when they are sick.

Symptom checking

- You may want to talk to the health department or an occupational health provider to make sure you are doing symptom checking correctly.
- When you are doing in-person health checks, do them safely and respectfully.
- Use physical distancing, barriers or partitions, or personal protective equipment (PPE) to protect the screener.
- Make sure people physical distance during the health checks. You can do this by having more than 1 screening entry into the building.
- You must protect the confidentiality of medical records from health checks. Follow the guidance from the [Equal Employment Opportunity Commission](#).
- Make employee health screenings as private as possible to prevent stigma and discrimination in the workplace. Do not judge risk based on race or country of origin. Be sure to keep each employee's medical status and history confidential.

Post a sign with the symptoms of COVID-19 near the entrance.



Download printable signs:
https://coronavirus-download.utah.gov/business/Print_ready_signage.zip

⁴² Lambert NJ, Survivor Corps, El-Azab S, Yu L, Esperanca A. Fever Scans Offer False Sense of Security for Stopping the Spread of COVID-19. Indiana University School of Medicine [October, 2020]

Travel

The CDC recommends you avoid travelling as much as possible if you are not fully vaccinated. If you do travel, take precautions to protect yourself and others: wear a mask, physical distance, wash your hands often, and try to avoid touching things other people touch. Bring hand sanitizer and disposable wipes with you in case you do not have soap and water to wash your hands.



Right now, there are no COVID-19 travel restrictions in Utah. This means employees who travel outside the state of Utah do not need to quarantine when they get back. However, there may be mandatory quarantines in other cities or states across the U.S. There are also travel restrictions for air passengers entering the U.S. Travelers are responsible for following any travel requirements of their destination. Please visit the state, country, airline, or travel destination website of the area you are traveling to for more information and to see what testing locations, types of tests, and proof of vaccination status meet their requirements. For up-to-date travel recommendations, visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> or <https://coronavirus.utah.gov/travel>.

Training

Your business depends on your workforce. It is important employees understand your policies and procedures related to COVID-19. You should train employees about new policies and health procedures.

Prevent the spread of COVID-19

- If an employee has symptoms, the employee should stay home and get tested for COVID-19. Employees should follow the instructions from the health department if they test positive for COVID-19 or are exposed to someone who has COVID-19. Ask employees to visit <https://coronavirus.utah.gov> to learn more about COVID-19 and what to do if they get sick.
- Teach employees how they can reduce the spread of COVID-19 and steps they can take to protect themselves at work and at home.
- Train employees about good hygiene practices.



Policies

- Train workers about any new policies and how they may affect existing health and safety practices. Ask employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.

Personal Protective Equipment (PPE) and workplace hazards

- Train employees how to use PPE correctly.
 - When to use PPE.
 - What the hazards are in the workplace and how the PPE is used to help reduce the risk to the employee.
 - What PPE is needed to reduce the risk.
 - How to correctly put on (don), use, and take off (doff) PPE.
 - How to properly dispose of PPE.
- Employers must make sure employees are trained on hazards of the cleaning chemicals used in the workplace in accordance with the OSHA Hazard Communication standard ([29 CFR 1910.1200](https://www.federalregister.gov/documents/2013/01/07/29-cfr-1910.1200)).



Some employees may be at higher risk for severe illness from COVID-19

We are learning more about COVID-19 every day. There may be other medical conditions that increase your risk of severe illness from COVID-19, which are not included here. This list will likely change as doctors and scientists learn more about COVID-19. Talk to your doctor about any extra precautions you should take if you have a condition you feel may put you at higher-risk for severe illness from COVID-19. For more information, visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.



Adults of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Down syndrome
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised (weakened immune system) from solid organ transplant
- Obesity (body mass index, or BMI, of 30 or higher)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes

Based on what we know now, adults with the following health conditions might be at increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease (a disease which affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- High blood pressure or hypertension
- Immunocompromised state (a weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV/AIDS, use of corticosteroids, or use of other immune weakening medicines
- Liver disease
- Neurologic conditions such as dementia
- Overweight (body mass index, or BMI greater than 25, but less than 30)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes

Even though children and teens have been affected less by COVID-19 than adults, they can still get the virus that causes COVID-19 and suffer severe illness. Some children have had a rare, but serious complication from COVID-19, called [Multisystem Inflammatory Syndrome in Children, or MIS-C](#). This complication is not the same thing as the severe illnesses experienced by children who are at higher-risk from underlying medical conditions. We don't know yet which children are at risk for MIS-C, but it's not just children with underlying health conditions. Although most children who get COVID-19 don't get very sick, and MIS-C is rare, this is one of the reasons it's so important to take precautions and reduce the chance children are exposed to the virus. We just don't know yet which children are at risk. However, based on what we know right now, children who have one of the following medical conditions are at a higher risk of severe illness, compared to children who do not have one of these conditions:



- Asthma and other chronic lung diseases
- Chronic kidney disease
- Congenital heart disease (heart disease he or she has had since birth)
- Diabetes
- Immunosuppression due to cancer or from taking medicine that weakens your immune system, like corticosteroids, etc.
- Inherited metabolic disorders
- Medical complexity
- Obesity
- Severe genetic disorders
- Severe neurologic disorders
- Sickle cell disease

Protect employees who are at higher risk

- Try to give employees who are at higher risk job duties that have less contact with customers and other employees (restocking shelves rather than working as a cashier). It is a good idea to discuss any changes in job duties with the employee. Let the employee know you are trying to keep him or her as safe as possible during the pandemic.
- Make sure any other businesses and employers who share the same workspace also follow this guidance.

Help your employees

The fear of COVID-19, physical distancing, money problems, distance learning for children, and other life events have been very hard for everyone. It is normal for your employees to feel uncertainty, worry, or stress right now. Talk to your employees about job stress related to COVID-19 and ways to cope with that stress.

Employee concerns

You may want to have a hotline or another way employees can voice any concerns anonymously.

Workplace wellness resources for employers

The Utah Department of Health and your local health department have many other resources for your business to help keep employees healthy. If you are interested in other ways we can help, such as bringing health screenings right to your workplace at no cost to you, contact the Utah Department of Health or your local health department. You can also visit <https://heal.health.utah.gov/worksites-wellness/>

Resources

Help connect employees to employee assistance program (EAP) resources and community resources if they need help.

Employees can call 2-1-1 or visit <https://211utah.org/> for a list of resources.

Your employees may need extra help from a professional. You can help them by making sure they know where to find resources.

To help employees understand the signs of stress, ways to feel better, and find mental health resources, visit <https://coronavirus.utah.gov/Mental-health/>.

- Emotional health relief hotline: 1-833-442-2211. Caregivers are available 7 days a week.
- The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress.
- The Disaster Distress Helpline provides crisis counseling to people affected by the COVID-19 pandemic.
- The SafeUT app is a free crisis text and tip line.



EMOTIONAL HEALTH RELIEF HOTLINE
833.442.2211

CAREGIVERS AVAILABLE 10:00 a.m. – 10:00 p.m.
7 DAYS A WEEK



Intermountain Healthcare

Disaster Distress Helpline
1-800-985-5990
TEXT: "TalkWithUs" to 66746

Línea de Ayuda
Para Los Afectados Por Catástrofes

1-800-985-5990
Mensaje SMS: "Hablamos" al 66746

Employees who use public transportation to get to work



You may want to offer incentives to employees who use public transportation or ridesharing to get to work if they will use forms of transportation that reduce close contact with others (biking, walking, driving or riding by car either alone or with household members).

Ask employees to follow the CDC guidance on how to protect yourself when using transportation at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>.



Allow employees to shift their hours so they can commute during less busy times.



Employees who use public transportation or carpool to work should wear a face mask while in transit.



Ask employees to wash their hands as soon as they can after their trip.

Resources

Utah COVID-19 Transmission Index

The COVID-19 Transmission Index is a balanced approach intended to protect individuals, communities, and businesses. There are three levels in the transmission index: high, moderate, and low. Each level has certain requirements for individuals and businesses to follow in order to reduce transmission of COVID-19. You can see what level your county is at <https://coronavirus.utah.gov/utah-health-guidance-levels/>.

Business loans and grants

This webpage has information on business loans and grants available during the pandemic. <https://coronavirus.utah.gov/business/business-loans-and-grants/>

Industry-specific COVID-19 guidance

The CDC has industry-specific guidance as well as guidance on:

- Cleaning and disinfecting workplaces
- Decision making tools to reopen your business
- Critical infrastructure response planning
- Employee fatigue and stress

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

Infection prevention and control assessment

This is based on a tool that was previously used to help long-term care facilities assess the risk for COVID-19 spread. It is designed as a 12-point checklist with several subsections. You can use this tool to create a baseline and then make improvements in areas where you have answered “no” or “unknown” to the questions. This can also serve as documentation of your compliance efforts.

https://utahgov.co1.qualtrics.com/jfe/form/SV_82mxtE1fClyLtel

Protection from Litigation

Information on civil immunity related to exposure to COVID-19 in Utah. <https://le.utah.gov/~2020s3/bills/static/SB3007.html>

Wage and hour issues, FLSA, FMLA, OSHA, unemployment

The U.S. Department of Labor website answers questions about how COVID-19 impacts:

- Wage and hour issues
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Occupational Safety and Health Administration requirements (OSHA)
- Unemployment compensation
- Families First Coronavirus Response Act (FFCRA)

<https://www.dol.gov/coronavirus>

Anti-discrimination laws and COVID-19

The U.S. Equal Employment Opportunity Commission website answers questions about how COVID-19 impacts anti-discrimination laws.

<https://www.eeoc.gov/coronavirus>