COVID-19 Business Manual Summary

CORONA**VIRUS**
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What happens if an employee tests positive for COVID-19?

If an employee tests positive for COVID-19, he or she should isolate right away. 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 isolate until he or she has been:
- Fever-free for 24 hours, and
- His or her respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since he or she first got sick.
- If the person did not have symptoms, he or she should isolate for 10 days from the day he or she was tested.

COVID-19 TEST RESULTS
- ✓ Positive
- ☐ Negative

What happens if an employee is exposed to someone with COVID-19?

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[1] 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[2]. 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.

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 and should quarantine. 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.

1 https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
2 https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact

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How long do employees have to quarantine?

These guidelines do not apply to employees who are living with someone who is positive for COVID-19.

Employees may end quarantine:

- **On day 10 without testing.** If employees don't have symptoms of COVID-19, they can end quarantine 10 days after the last time they had close contact with the person who tested positive.
- **On day 7 with a negative test result.** Employees can get tested on day 7. Employees can end quarantine if their test is negative and they do not have any symptoms of COVID-19. Employees must wait at least 7 days after their exposure to be tested. The test can be a PCR or rapid antigen test. Employees must continue to quarantine until they get their test results back.
- These recommendations DO NOT apply to people who are living with someone who has COVID-19 or congregate care settings (like a long term care facility, correctional facility, or group home).

If employees end quarantine early using one of these alternatives, they should watch for symptoms until it has been 14 days after their exposure. If employees end quarantine sooner than 14 days, it is important they keep checking for symptoms. There is a small chance the employee can still get COVID-19. If employees get symptoms, they should isolate at home, call their healthcare provider, and may need to get tested again.

If an employee has a mask exemption or only wears a face shield, how long does he or she have to quarantine?

These guidelines assume that businesses are enforcing the state mask requirements and all employees are correctly wearing a face mask while at work. The science is clear, masks help to prevent the spread of COVID-19.

Regardless of whether the employee was wearing a mask at the time they were exposed to COVID-19, he or she may end quarantine:
- **On day 10 without testing.**
- **On day 7 with a negative test result.**

If an employee lives with someone who tests positive for COVID-19, how long does he or she have to quarantine?

Employees who live with someone who tests positive are called a household contact. **Household contacts are at a much higher risk of getting infected with the virus.**

Employees who are a household contact should quarantine for 10 days from the last day of exposure to the person who tested positive. The employee must finish the entire 10-day quarantine, even if they do not have symptoms or test negative. They may not end quarantine before 10 days.

It can be very hard to stay isolated from people who have COVID-19 and live in your home. Employees who are living with a person who tests positive for COVID-19 may have ongoing exposures and may need to quarantine longer than 10 days. Every time a household contact comes into close contact with the person who is positive while they are infectious, his or her quarantine starts over.

What happens if employees are exposed to COVID-19 more than once?[3]

COVID-19 is spreading in many Utah communities. This means employees may be exposed to COVID-19 many times.

If an employee is exposed to COVID-19 again (a new exposure) within 90 days of testing positive for COVID-19.

Employees who do not have symptoms of COVID-19 do not need to quarantine and may go to work. They do not need to be tested again for COVID-19. They should also follow these guidelines for 14 days from the date of their last exposure:
  • Take his or her temperature before work. Check for symptoms of COVID-19 every day.
  • Wear a face covering when they are around people they don't live with.
  • If the employee gets sick or has symptoms of COVID-19, he or she should isolate for at least 10 days after symptom onset and call a doctor or healthcare provider to determine if he or she should get tested for COVID-19 again.

If an employee is exposed to COVID-19 again (a new exposure) and it has been more than 90 days since they tested positive for COVID-19.

Employees should quarantine. If they get sick or have symptoms while on quarantine, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19 again.

Employees who are in this situation may meet the criteria to end quarantine on page 2.

If an employee who tested negative before and completed quarantine is exposed to the virus again (a new exposure), he or she should quarantine AGAIN.

Employees can return to work after they finish their quarantine. If they get sick or have symptoms while quarantined, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19.

Employees who are in this situation may meet the criteria to end quarantine on page 2.

3 https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html

Safety precautions for people who have been exposed to someone with COVID-19

- Check for symptoms of COVID-19 every day, including taking your temperature if possible. If you do not have a thermometer, check your skin to see if it feels warm or looks red. A helpful booklet called, "What to do if you are on quarantine or self-isolation," can be downloaded at https://coronavirus.utah.gov/protect-yourself/.
- Stay home and away from other people as much as possible. Do not go to school, work, extracurricular activities, religious services, family gatherings, or other activities until your quarantine is over.
- Wear a cloth face covering or mask if you need to leave your home for essential errands like getting groceries or to get medical care. Only leave your home if you have to.
- Limit the number of visitors to your home. This is especially important if you or someone you live with is at higher risk for severe illness from COVID-19.
- Clean surfaces that are touched often (phones, doorknobs, light switches, toilet handles, sink handles, countertops, and anything metal).
- Wash hands with soap and water often. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol.
- Open the windows as much as you can to improve the ventilation and increase air exchanges in rooms.
- Do not share food or utensils with other people.
- Do not share personal items like a toothbrush with other people.