



CLAY COUNTY

PUBLIC HEALTH CENTER



Business Guidance if a Staff Member Tests Positive for COVID-19

What to do

1. Check with your staff member who tested positive

See if they had symptoms of COVID-19 while they were either:

- At work
- Within 48 hours after leaving work
- If asymptomatic, what date they were tested

The symptoms of COVID-19 include subjective or measured fever ($>100.4^{\circ}\text{F}$ or 38°C), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

2. Inform your staff

Remember, you must maintain their privacy. Do not name anyone who is sick unless they give you permission.

1. Determine the last day that person with COVID-19 was at the workplace.
2. Figure out who had close or direct contact with the ill person, within 48 hours of that person feeling sick.
 - a. Close Contact Defined: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. *Note: Mask usage is not factored when determining who is a close contact.
 - b. Direct Contact Defined:
 - i. Anyone who shared eating or drinking utensils, food, or and other object that had not been sterilized before entering the mouth or nose during the infectious period
 - ii. Direct physical contact (hugging, kissing, tackling, touching, etc.) during the infectious period as stated above.
 - c. Types of exposure to consider include:
 - i. If in a cubicle or shared workspace, setting, co-workers within 6 feet in the front, side, and back of confirmed case
 - ii. Breakroom seating area within 6 feet of confirmed case

- iii. Breaktime interactions with confirmed case
 - iv. Carpooling with confirmed case
 - v. Social interactions outside of work
3. Course of Action for [Non-Essential Businesses](#) (not allowed to operate during stay at home orders). Inform close contacts to quarantine for at least 10 days since the last day that the ill person was at work, and monitor symptoms for 14 days. If a contact remains asymptomatic, they may return to work after 10 days, but must carefully monitor symptoms and wear a mask through Day 14. If they are unable to wear a mask for any reason, they must quarantine for the full 14 days. Even if they test negative for COVID-19, they must finish the entire 14-day quarantine or symptom monitoring. Asymptomatic contacts are recommended to test on or after day 7 after exposure to detect asymptomatic infections. If test is positive, isolate worker for 10 days after test date.
 4. For [Essential Businesses](#), employees may report to work if a mask is always worn and the employee remains asymptomatic. However, they must quarantine at home outside of work hours. Employer is recommended to monitor employee for signs and symptoms, rather than having the employee self-monitor. Asymptomatic contacts are recommended to test between days 7-10 after exposure to detect asymptomatic infections. If test is positive, isolate worker for 10 days after test date.
 5. Communication Option: Provide staff not meeting close or direct contact criteria a **General Exposure Advisory (Attachment A)**. They should self-monitor for symptoms for 14 days after the last day the person who was ill was at work. They should contact a healthcare provider if they develop symptoms.

3. Clean and disinfect thoroughly before opening or bringing staff back to work.

Cleaning includes:

- Open outside doors and window to increase air circulation in the area, if possible.
- Clean and disinfect all areas used by the staff member, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and fixtures.
- Disinfect frequently touched surfaces including doorknobs, tabletops, counters, phones, keyboards, and fixtures.
- Additional guidance is available in **COVID-19 Cleaning & Disinfection for Human Touch Surfaces (Attachment B)**.

4. Allow a recovered staff member to return to work.

The staff member who tested positive must isolate at home for at least 10 days.

They must stay at home and not go to work until all of the following are true:

- Their temperature has gone under 100.4* Fahrenheit (38* Celsius) for the past 24 hours, without medicine like acetaminophen.
- Their cough or breathing problems have gotten better for the past 24 hours.
- It's been at least 10 days after their first symptoms, or from the test date if there are no symptoms. Persons with a positive test cannot come out of isolation early even if they subsequently tested negative for COVID-19.

Employer Notified of or Identified a Potential or Confirmed Case of Coronavirus

Positive staff, volunteer, etc. immediately excluded from work under company policy.

Isolation

The Goal – Separate anyone who are actively infectious with the virus away from people who are not infected.

COVID-19 Symptomatic Isolation:

- At least 24 hours since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms
AND
- At least 10 days have passed since symptoms first appeared

COVID-19 Asymptomatic Isolation:

- Isolation for at least 10 days from a positive test based on the collection date of the sample

COVID-19 Symptom Guide

High-Risk Symptoms	Moderate-Risk Symptoms	Exposure
<ul style="list-style-type: none"> • New cough • Difficulty breathing • New loss of taste/smell 	<ul style="list-style-type: none"> • Fever > 100.4 or chills • Congestion/runny nose • Nausea, vomiting or diarrhea <ul style="list-style-type: none"> • Sore throat • Headache • Muscle or body aches 	Exposure to a person with COVID-19

Return to Work and Contact Tracing Protocols – *Non-Essential Businesses*

Scenario 1: Employee has a moderate-risk symptom of COVID-19 and NO Exposure

<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
<p>1 moderate-risk symptom</p> <p>AND</p> <p>No COVID-19 Exposure</p>	No	<p>Return to work 24 hours after fever resolution and symptom improvement</p> <p>OR</p> <p>If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis</p>	No contact tracing necessary

Scenario 2: Employee has a high-risk symptom or multiple moderate-risk symptoms of COVID-19 and NO Exposure

<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
<p>1 high-risk symptom</p> <p>OR</p> <p>≥2 moderate-risk symptoms</p> <p>AND</p> <p>No COVID-19 exposure</p>	Yes	<p>Negative PCR COVID-19 Test:*</p> <p>Return to work 24 hours after fever resolution and symptom improvement</p> <p>OR</p> <p>If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis</p> <p>Positive COVID-19 Test or No Test:</p> <p>Return to work at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms</p> <p>AND</p> <p>At least 10 days have passed since first symptoms appeared</p> <p>*On State recommendation - any negative rapid test must be confirmed by a PCR test before returning to school.</p>	<p>Initiate Contact Tracing upon receipt of positive test result.</p> <p>These are not probable cases because they lack contact to a confirmed case (epidemiology linkage)</p>

Scenario 3: Employee has a COVID-19 Exposure and NO Symptoms

<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
<p>Exposure to a person with COVID-19</p> <p>AND</p> <p>No symptoms</p>	<p>Yes, testing recommended between days 7-10 after exposure to identify asymptomatic infection</p>	<p>CCPHC strongly recommends a full 14-day quarantine for anyone exposed to someone with a confirmed diagnosis of COVID-19, in alignment with recommendations of the CDC.</p> <p>If a worker has NO symptoms of COVID-19, they may end quarantine after 10 days. HOWEVER, they must continue to wear a mask and monitor symptoms for the full 14 days.</p> <p>If the worker is unable to wear a mask (in general or for a particular activity), they must complete the 14-day quarantine or avoid any activities for which they cannot wear a wear until the end of the 14 day quarantine.</p>	<p>Contact tracing initiated based on positive test result.</p>

Scenario 4: Employee has a COVID-19 Exposure AND Develops Symptoms

<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
<p>Exposure to a person with COVID-19</p> <p>AND ANY</p> <p>moderate or high-risk symptom(s)</p>	<p>Yes</p>	<p>If ANY moderate or high-risk symptom develops during quarantine, evaluate for COVID-19</p> <p>AND</p> <p>Begin 10-day isolation for individual from the date of symptom onset. Based on a confirmed exposure, this will be treated as a probable case until confirmed otherwise by two negative PCR tests*</p> <p>*If the first PCR test is negative, a second negative PCR test will be required for release of isolation prior to the 10 days</p>	<p>Initiate contact investigation based on symptom onset.</p> <p>Quarantine contacts until test results are received.</p> <p>If results are positive: contacts will remain in quarantine for 14 days.</p> <p>If test results return negative: each contact will be evaluated on a case by case basis between the school and CCPHC to determine course of action</p>

Return to Work and Contact Tracing Protocols – Essential Businesses

Scenario 1: Employee has a moderate-risk symptom of COVID-19 and NO Exposure

Screening Results	COVID-19 Test Required	Return to Work	Initiation of Contact Tracing
<p>1 moderate-risk symptom</p> <p>AND</p> <p>No COVID-19 Exposure</p>	No	<p>Return to work 24 hours after fever resolution and symptom improvement</p> <p>OR</p> <p>If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis</p>	No contact tracing necessary

Scenario 2: Employee has a high-risk symptom or multiple moderate-risk symptoms of COVID-19 and NO Exposure

Screening Results	COVID-19 Test Required	Return to Work	Initiation of Contact Tracing
<p>1 high-risk symptom</p> <p>OR</p> <p>≥2 moderate-risk symptoms</p> <p>AND</p> <p>No COVID-19 exposure</p>	Yes	<p>Negative PCR COVID-19 Test:*</p> <p>Return to work 24 hours after fever resolution and symptom improvement</p> <p>OR</p> <p>If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis</p> <p>Positive COVID-19 Test or No Test:</p> <p>Return to work at least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms</p> <p>AND</p> <p>At least 10 days have passed since first symptoms appeared</p> <p>*On State recommendation - any negative rapid test must be confirmed by a PCR test before returning to school.</p>	<p>Initiate Contact Tracing upon receipt of positive test result.</p> <p>These are not probable cases because they lack contact to a confirmed case (epidemiology linkage)</p>

Scenario 3: Employee has a COVID-19 Exposure and NO Symptoms			
<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
Exposure to a person with COVID-19 AND No symptoms	Yes, testing recommended between days 7-10 after exposure to identify asymptomatic infection	Essential workers are not required to quarantine after a confirmed exposure. CCPHC staff may work throughout the defined quarantine period given they remain asymptomatic and wear a face covering at all times. Monitor signs and symptoms for 14 days from last exposure to a person with confirmed or suspected COVID-19.	Contact tracing initiated based on positive test result.

Scenario 4: Employee has a COVID-19 Exposure AND Develops Symptoms			
<i>Screening Results</i>	<i>COVID-19 Test Required</i>	<i>Return to Work</i>	<i>Initiation of Contact Tracing</i>
Exposure to a person with COVID-19 AND ANY moderate or high-risk symptom(s)	Yes	<p>If ANY moderate or high-risk symptom develops during quarantine, evaluate for COVID-19</p> <p>AND</p> <p>Begin 10-day isolation for individual from the date of symptom onset. Based on a confirmed exposure, this will be treated as a probable case until confirmed otherwise by two negative PCR tests*</p> <p>*If the first PCR test is negative, a second negative PCR test will be required for release of isolation prior to the 10 days</p>	<p>Initiate contact investigation based on symptom onset.</p> <p>Quarantine contacts until test results are received</p> <p>If results are positive: contacts will remain in quarantine for 14 days.</p> <p>If test results return negative: each contact will be evaluated on a case by case basis between the school and CCPHC to determine course of action</p>

For more information: [COVID-19 \(2019 Novel Coronavirus\) | Clay County PHC, MO \(clayhealth.com\)](https://www.clayhealth.com) | www.cdc.gov/coronavirus/2019-ncov/index.html

Contents of this guidance were adapted from: [Return to School Considerations](#), [Business guidance if a staff member tests positive for COVID-19](#), [Proposed Investigation Criteria](#), [COVID-19 General Exposure Advisory](#), and [Responding to COVID-19 in the Workplace for Employers](#)

Attachment A

COVID-19 General Exposure Advisory

Updated December 1, 2020

One or more individuals in the organization has tested positive for the virus that causes COVID-19 infection.

You are receiving this General Exposure Advisory because you are believed to have been at the workplace, but NOT in close contact with a COVID-19 positive individual (A “close contact” is a person who stayed within 6 feet of a person with COVID-19 for more than 15 minutes, or who had direct contact with that person’s body fluids or secretions while they were not wearing a facemask, gown, and gloves. Also considered close contacts are people in the home of, sex partners of, and people who take care of or are taken care of by the person with COVID-19. Those in close contact receive a separate Quarantine Advisory.).

Recommendations

For the next 14 days, you should **self-monitor for symptoms**. See below for a list of symptoms of COVID-19.

If you develop symptoms of COVID-19 within the next 14 days off[insert date of potential exposure], you should promptly contact your health care provider and mention that you received this General Exposure Advisory about COVID-19.

Information about COVID-19

We are providing the following information about COVID-19 to increase your awareness about this infection.

The virus that causes COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet), and via respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The most common symptoms of COVID-19 are

- fever of at least 100.4°F
- chills
- cough
- shortness of breath
- difficulty breathing
- sore throat
- muscle aches
- feeling unusually weak or tired
- diarrhea
- congested or runny nose
- losing the sense of smell or taste

Symptoms may appear as soon as 2 days or up to 14 days after exposure to the virus. Those age 50 years or more, or those with chronic medical conditions, such as heart, lung, or kidney

Last Updated: December 21, 2020

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disease, diabetes, obesity, cancer, sickle cell, or weakened immune system, are especially vulnerable to the severest forms of COVID19.

You should take general steps to reduce the risk of community-based spread of COVID-19.

These include:

- Cover your mouth and nose with a mask when around others
- Stay at home if you are sick
- Hygiene measures (wash hands, avoiding touching eyes/nose/mouth, cover coughs and sneezes)
- Social distancing (staying at least 6 feet away from other people as much as possible)
- More cleaning/disinfection of frequently touched surfaces at home and work throughout the day



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Attachment B

COVID-19 Cleaning and Disinfection for Human-Touch Surfaces

Introduction

Cleaning and sanitizing play a critical role in protecting public health, especially during the COVID-19 pandemic. During these extraordinary times, facilities must maintain a clean and sanitary facility to ensure the health and well-being of all customers and employees.

Cleaning and sanitation procedures for frequently touched surfaces can help protect customers and employees from COVID-19. Clean and sanitize high touch surfaces throughout the day to reduce the risk of transmission.

The U.S. Centers for Disease Control and Prevention (CDC) provides practical guidance on cleaning and disinfection procedures to control infectious viruses. While coronavirus is not known to be transmitted through food or food packaging, coronavirus particles can survive on common, high-touch surfaces, such as stainless steel, shopping cart handles or door handles. The CDC recommends routine cleaning and disinfection using [EPA-registered disinfectants](#) that are effective against COVID-19.

Cleaning and disinfection activities must be:

- (1) Validated to ensure effective removal of COVID-19.**
- (2) Utilizing EPA-registered antimicrobial chemicals.**
- (3) Communicated with the local health department.**

Examples of Approved Disinfectants*

* A full list available here: [EPA List N: Disinfectants for Use Against SARS-CoV-2](#)

- Diluted Bleach (Sodium hypochlorite)
- Quaternary Ammonium
- Hydrogen Peroxide
- Hydrogen Peroxide
- Peroxyacetic Acid
- Hydrochloric Acid
- Citric Acid
- Alcohol solutions with at least 70% alcohol



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Important Information on Disinfectants and Cleaning Agents

- (1)** Follow manufacturer's label instructions for application.
- (2)** Ensure proper ventilation.
- (3)** Make sure employees are trained appropriately on cleaning and disinfection procedures.
- (4)** Ensure the product is not past its expiration date.
- (5) Never mix household bleach with ammonia or any other cleanser.**

Resources

- [CDC: Environmental Cleaning and Disinfection Recommendations – Community Facilities](#)
- [EPA: Disinfectants for Use Against COVID-19](#)
- [CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\), February 2020](#)
- [CDC: When and How to Wash Hands](#)
- [FDA provides guidance on production of alcohol-based hand sanitizer to help boost supply, protect public health](#)
- [FDA: FAQ on Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#)
- [DOL: OSHA Resources for Workers and Employers on COVID-19](#)
- [FMI: Food Industry Best Practices for Current Situation](#)
- [FMI: Pandemic Planning and Preparedness Guide](#)
- [FMI: Pandemic Preparedness Checklist](#)
- [FMI: COVID-19 FAQ](#)
- [FMI: Cleaning and Sanitation Guide for Food Retail](#)
- [FMI: Hepatitis A Information Guide for Food Retail](#)
- [FMI: Norovirus Information Guide](#)
- [Food Industry Recommended Protocols When Employee/Customer Test Positive for COVID-19](#)



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Human-Touch Surfaces*

*List provided is not intended to be an all-inclusive list.

- All handles
- Ice scoops
- Walk-in and other refrigerator/freezer handles
- Walk-in refrigerator and freezer plastic curtains
- Handwash sink handles
- Toilet handles
- Soap dispenser push plates at handwash sink
- Towel dispenser handle at handwash sink
- Baby changing station
- Grocery carts and baskets
- Dining tables and chairs, if still in service
- Trash receptacle touch points
- Cleaning tools
- Self-service Utensils
- Telephone keypad and handset
- Computers
- Microphone and point of sale register
- Breakroom tables and chairs
- Display screens on equipment
- Countertops
- All stainless steel surfaces
- Pens or other writing utensils
- Clipboards
- Electronic signature pads
- Elevator buttons
- Surfaces inside delivery vehicles
- Highchairs
- Drink and condiment dispensers
- Display cases
- Self-service areas, if still in-service
- Point of sale registers/touchscreens
- Trays
- Kiosks
- Sneeze guards at food service



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Model Sanitation Standard Operating Procedure

Cleaning and Disinfection for High-Touch Surfaces

Department:	Total Store
Frequency:	Every 15 minutes to 2 hours, or as much as necessary to protect customers and
Monitoring:	Continuous visual monitoring by all employees
Materials:	Personal Protective Equipment (PPE), EPA-registered disinfectants, paper towels,

Specific Instructions:

1. Wash hands.
2. Put on PPE (disposable gloves, gown and goggles) as necessary
3. Remove or protect ALL packaging, exposed food items, utensils and equipment from area/surfaces being cleaned and disinfected.
4. Cleaning step: Remove visible debris from all surfaces using soap and water, or
applying a cleaning detergent, prior to disinfection activities. Ensure chemical
detergent is applied according to the manufacturer's instructions.
5. Disinfection step: Apply EPA-registered disinfectants to cleaned high touch surfaces according to manufacturer's recommendations for concentration, contact time, solution temperature, drying, etc. as required.
6. Discard trash in designated waste receptacle.
7. Clean and sanitize cleaning equipment per its SSOP prior to storage.
8. Store all chemicals and tools in proper location.
9. Discard PPE.
10. Wash hands immediately.
11. Document all cleaning and disinfection tasks performed.

SSOP Manager's Signature:

Date Signed:

Disclaimer: This SSOP is intended to be used as a guide for cleaning and disinfecting human-touch surfaces; therefore, the materials needed, and specific requirements may vary depending on the chemicals being used, the areas being cleaned and disinfected and local jurisdiction requirements.