

Keeping Your Workplace Safe from COVID-19

You have been notified that an **employee/customer** who has visited your organization has **tested positive for COVID-19**

WHAT TO DO:



Encourage employees who are **sick to stay home**

COVID-19 SYMPTOMS

Symptoms may appear 2-14 days after exposure

- Fever
- Cough
- Shortness of breath



Educate employees on ways to **reduce the spread of COVID-19**

WAYS TO REDUCE THE SPREAD OF COVID-19

- Wash your hands with soap and water for 20 seconds
- Use hand sanitizer
- Cover your cough
- Avoid touching your face
- Clean and disinfect surfaces such as keyboards and door handles
- Practice social distancing by keeping employees 6 feet apart



Clean and disinfect your facility following CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

WHEN CAN EMPLOYEES RETURN TO WORK?

If someone has tested positive for COVID-19 or believes they may have it, they may return to work if:

- Isolated at home for at least 7 days from onset of symptoms AND
- No fever for at least 72 hours AND
- Symptoms have improved OR
- A letter of release from isolation per Health Department or medical provider