

WHAT TO DO

When Your Business Has a Positive Case Of COVID-19

STEP 1: Notify Public Health of the positive case according to current state guidelines

STEP 2: Doctor/medical provider who ordered the test must report results to Public Health

Further Actions Businesses Should Take:

Be Transparent

Make staff aware of what is being done to protect them, such as disinfecting workspaces and quarantining close contacts, but do NOT disclose name of employee who tested positive.

Begin Internal Contact Tracing Process

A **Close Contact** has been **within 6 feet of the positive case for 15 minutes** or longer (ex. shared cubicle, sitting together in breakroom at lunch) within 48 hours before positive case develops symptoms or if no symptoms, then 48 hours prior to being tested.



To Determine a Close Contact:

Remember these numbers: **6-15-48**

Within **6 feet** of the person who tested positive

For **15 minutes** or longer and

48 hours before they developed symptoms or tested positive

Close contacts should be told to self-quarantine for **14 days**. A negative test result **DOES NOT** mean come back to work; close contacts **MUST** complete quarantine, negative result or not.

Practice Thorough & Regular Cleaning

7
DAYS

Close off areas used by sick person for prolonged periods of time if it has been less than 7 days since the sick employee has been in the facility. In most cases, you do not need to shut down your facility.

24

Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.



Open doors and windows to increase air circulation if it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.

Continue Thorough Daily Symptom Checks/Screenings of Staff

Take a thorough screening. Take temperature, check if employee has developed a new cough, shortness of breath, etc. Remind staff to let their supervisor know if they become sick during their workday.

Make Sick Staff Stay Home

Staff should be excluded from work for 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications and with improvement in other symptoms. **For more information visit <https://coronavirus.ohio.gov> and follow the Responsible Restart Ohio Guidelines.**



Public Health
Prevent. Promote. Protect.

Dayton &
Montgomery
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