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, call 937-225-6217

**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

#### Practice Thorough & Regular Cleaning

- **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.
- **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](https://coronavirus.ohio.gov) and follow the Responsible Restart Ohio Guidelines.