

WHAT SHOULD I DO IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED TO HAVE COVID-19?

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person.

- 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.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- It is not routinely necessary to close the entire building. Closing or limiting access to the space used by the sick person would be sufficient course of action while implementing the cleaning protocol. Refer to CDC guidelines for Facility Cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Follow cleaning and disinfection recommendations provided by the Centers for Disease Control and Prevention (CDC):

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions.

- Provide the list of potentially exposed employees to the Riverside County Department of Public Health via email to COVID-19phbizsupport@ruhealth.org.
- Instruct potentially exposed employees to self-quarantine until further instructions are provided by Public Health staff. Public Health staff will contact the employee to provide additional guidance.

Sick employees should follow guidance provided by Public Health staff. Employees should not return to work until they have met criteria to discontinue home isolation and have consulted with a healthcare provider and/or the Public Health Department.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Public Health will reach out to the positive individual as well as anyone who was potentially exposed to conduct the case investigation and contact tracing and to make recommendations for isolation or quarantine. Public Health will also work with the business to ensure that testing of employees is completed as recommended.

For questions, please contact the Riverside County Department of Public Health at (951) 955-5950 between 8 am and 5 pm (Monday through Friday) and 9 am to 4 pm (Saturday and Sunday) or via email at COVID-19phbizsupport@ruhealth.org.