



Updated 6/8/2020

GUIDANCE TO BUSINESSES WITH LABORATORY CONFIRMED POSITIVE CASE OF COVID-19

The following recommendations are based on CDC recommendations for businesses and employers.

1. Immediate Response

- If an employee is experiencing fever, chills, muscle aches, joint pain, sore throat, cough, shortness of breath, difficulty breathing, new onset of loss of taste or smell, or diarrhea, the employee should notify their supervisor and stay home. Screen each employee for symptoms and take their temperature upon arrival at work. If an employee has a fever or is experiencing these other symptoms, they should return home.
- Have the employee call the Finney County COVID-19 Hotline at (620) 272-3600 Monday-Saturday, 8:00 AM-5:00 PM to have their symptoms screened.
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with Finney County Health Department.

2. Confirmed Positive Case

- In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, 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.
- Call ServiceMaster Rapid Response on their 24-hour phone line (620) 260-9994. All calls after business hours will go to the on-call project coordinator who will return the call within 15 minutes.
 - General building information and approximate square footage of the areas needing treatment will be collected and an estimate will be sent for approval.
 - Same day cleaning available.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

- Determine which employees may have been exposed to the virus and may need to take additional precautions by asking the infected employee for a list of close work contacts.
- Call each close contact and give them the following message: “Someone in our workplace has tested positive for Covid-19, and they have identified you as a close contact according to the CDC definition. We are here to support you. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and call the local COVID-19 hotline at (620) 272-3600. How can I support you in doing all this?”
- Respect the confidentiality of both the positive-tested employee and anyone in the close-contact group.
- Do not speculate. Refer them to local COVID-19 hotline and reassure them that the company, and you, will be supportive.

For a comprehensive guide from the CDC for businesses and employers, go to <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

To speak to someone at Finney County Health Department regarding exposure at your business, call (620) 272-3600, press 3 to speak to a receptionist, and ask to speak to Deyna Ontiveros or Colleen Drees.