For Non-Healthcare Businesses & Community Organizations:
What to do if Someone at the Workplace Has COVID-19

Updated May 15, 2020

Main changes from the 4/1/2020 version:

- Updates list of COVID-19 symptoms, definition of “close contact” to a person with COVID-19, and timing of symptom onset
- Includes persons with a provider diagnosis of COVID-19, as well as those who tested positive.
- For persons who had close contact, the linked Home Isolation & Quarantine Guidelines replace the prior Close Contact Advisory
- For persons at the workplace not identified as Close Contacts, the linked General Exposure Advisory has been updated

This document is available at https://www.sfcdcp.org/covid19 under Businesses and Employers.

AUDIENCE: Businesses, companies, offices, faith-based and similar organizations. (Healthcare personnel and first responders should instead check with their occupational safety office for guidance, and see specific info posted at https://www.sfcdcp.org/covid19hcp under Health Care Exposures).

APPLIES WHEN: One or more persons from the organization have COVID-19 (they tested positive for COVID-19 or their healthcare provider diagnosed them with COVID-19) and they were at work during the 48 hours preceding onset of symptoms or developed symptoms within 48 hours after leaving work.

If someone with confirmed COVID-19 was not at the workplace in the 48 hours preceding the onset of symptoms or while they had symptoms, these instructions do not apply and there are no special recommendations for quarantine or disinfection.

Symptoms of COVID-19 illness include fever, chills, or repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.

INSTRUCTIONS:

- **Maintain confidentiality.** Do not disclose the ill person’s identity to anyone at the workplace, unless the ill person freely gives you permission to do so. To the extent possible, use only readily available information to identify who had close contact with the case. Do not disclose the identity of the case in your effort to identify close contacts.

- Determine (a) the last day that the person diagnosed with COVID-19 was present at the workplace and (b) the day their symptoms began.

- **Close contact** is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 10 minutes while the person with COVID-19 was not wearing a facemask, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and
gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.

- Anyone who had close contact with the person diagnosed with COVID-19 within 48 hours before they developed symptoms or while they were having symptoms should be excluded from work and stay at home for 14 days since the last day that the person diagnosed with COVID-19 was at work.
  - Provide the Home Isolation & Quarantine Guidelines to persons identified as Close Contacts. Instructions and FAQs are available at: [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under “Isolation & Quarantine Directives.” They should follow the Home Quarantine Steps.

- All others present at the workplace but not identified as close contacts should be advised to self-monitor for symptoms for 14 days after the last day that the person diagnosed with COVID-19 was at work and to stay home and contact a health care provider if they develop symptoms.
  - Provide the General Exposure Advisory to all those not identified as Close Contacts, available at [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under Businesses and Employers.

  - Also see our instructions for Cleaning and Disinfectant Safety & Approved Disinfectants posted at [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under Cleaning Recommendations.

- Actively message all individuals to increase hygiene measures (hand washing, avoiding contact with eyes/nose/mouth, covering coughs and sneezes). Provide tissues, hand sanitizer and disinfecting wipes that can be easily accessed throughout the facility. Printable materials are available at: [https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html](https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html)

- Structure the work environment to follow social distancing guidelines. For example, encourage telecommuting as much as possible based on business functions. Those who remain in the workplace should keep at least a 6-foot distance from other individuals. Additional information on workplaces and social distancing is available at: [https://sf.gov/topics/coronavirus-covid-19](https://sf.gov/topics/coronavirus-covid-19)

ADDITIONAL INFORMATION:

Return to work guidelines can be found at [www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under Home Isolation and Returning to Work.

For additional questions, please call the SFDPH COVID-19 Employer/Workplace phone line at 628-217-6381 or email: workplacesites@sfdph.org.