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

Updated April 18, 2020

Note: This document has been updated to reflect the CDC’s updated definition of when a COVID-19 case may transmit the virus from “onset of symptoms” to “48 hours before symptom onset.”

AUDIENCE: Businesses, companies, offices, faith-based, and similar organizations. Healthcare personnel and first responders should refer to their occupational safety personnel for further guidance and see additional guidance specific to them posted at www.sfcdcp.org/covid19hcp under Health Care Exposures.

APPLIES WHEN: One or more persons from the organization are confirmed to have COVID-19 (they tested positive for COVID-19) and they were at the workplace in the 48 hours preceding the 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 within 48 hours after leaving work, these instructions do not apply and there are no special recommendations for quarantine or disinfection.

Symptoms of COVID-19 illness include fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting, or diarrhea.

INSTRUCTIONS:

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

• 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.

• 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. Close contact is defined as being within 6 feet of the person diagnosed with COVID-19 for more than 10 minutes, having direct face-to-face contact, kissing, sharing food or eating utensils with the case, or being coughed or sneezed on by the case.

  o Provide Instructions for Close Contacts to persons identified as Close Contacts. Printable instructions are available at: https://www.sfcdcp.org/covid19 under “Printable Resources”.

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• **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 contact a health care provider if they develop symptoms.
  
  o Provide a **General Exposure Advisory** for all those not identified as Close Contacts. Printable documents are available at: [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under Printable Resources.

• Undertake **cleaning and disinfection measures**. Open outside doors and windows to increase air circulation in the area, if possible. Clean and disinfect all areas used by the case, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls. Disinfect frequently touched surfaces including doorknobs, tabletops, counters, phones, keyboards, and fixtures. Complete cleaning and disinfection before continuing regular business operations.
  
  
  o 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, telecommuting should be used 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 essential workplaces and social distancing is available at:
  
  
  o [https://sf.gov/check-if-your-business-essential](https://sf.gov/check-if-your-business-essential)

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