

Frequently Asked Questions

What should I do if an employee comes to work with COVID-19 symptoms?

Employees who have [symptoms](#) when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees should follow [CDC-recommended steps](#) to help prevent the spread of COVID-19. Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider.

Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

What should I do if an employee is suspected or confirmed to have COVID-19?

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).

Employees who test positive for COVID-19 (using a viral test, not an antibody test) should be excluded from work and [remain in home isolation](#) if they do not need to be hospitalized. Employers should provide education to employees on [what to do if they are sick](#).

Employers may need to [work with local health department officials](#) to determine which employees may have had close contact with the employee with COVID-19 and who may need to take [additional precautions](#), including exclusion from work and remaining at home.

Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

Critical infrastructure workplaces should follow the guidance [Implementing Safety Practices for Critical Infrastructure Employees Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).

Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider. [Antibody test](#) results should not be used to make decisions about returning persons to the workplace.

I think I have an outbreak at our facility. What do I do?

Confirmed outbreak: two or more people who are confirmed cases of COVID-19 in a workplace/facility, with onset within 14 days.

Suspected outbreak: two or more people who are probable cases of COVID-19 (or one confirmed and one or more probable cases) in a workplace/facility, with onset within 14 days.

You need to fill out the [Outbreak Reporting Form](#) on the Routt County Website.

Close the workplace/facility temporarily, and report the suspected outbreak to public health.

If two or more cases are confirmed within 14 days among employees, the workplace/facility should temporarily close. Managers must report the suspected outbreak to the [local public health agency](#) in the county where the workplace or facility is located.

- Fill out the CDPHE [COVID-19 outbreak report form](#) and send it to the local public health agency.
- Begin identifying staff with COVID-19-like symptoms using the CDPHE [COVID-19 line list template](#).

Work with your local public health agency to determine if longer-term closing is necessary.

Workplaces/facilities may not need to close for an extended period if there is an outbreak. When a workplace/facility is working closely with public health, it may be possible to conduct a rapid risk assessment and implement immediate control measures instead of longer-term closing. Local public health will help:

- Confirm whether an outbreak exists.
- Identify additional cases.
- Determine the extent of the outbreak.
- Work with the facility to determine additional steps.
- If closing is necessary, determine when it is safe to reopen.

Resources you need to consult for mitigation plans

CDC: Guidance for Businesses and Employers Responding to COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

* Assists with policies, workplace controls, contact tracing, PPE etc.

CDPHE : Guidance for businesses and communities: <https://covid19.colorado.gov/guidance-for-businesses-communities>

CDPHE: Workplace outbreak Guidance: <https://covid19.colorado.gov/guidance-for-businesses-communities>