

# Managing a Confirmed COVID-19 Employee Case Checklist

**As required by Executive Order 2020-114 + 2020-168**

- 1. Immediately notify the local public health department.**
- 2. As soon as possible, in no later than 12 hours of receiving the positive test results, complete the following:**
  - Notify other employees
  - Notify food vendors, contractors, and suppliers
  - The notification cannot reveal the personal health-related information of any employee
- 3. Employees that were exposed through close contact\* to the COVID-19 confirmed employee are to remain in quarantine for 14 days or until the sick employee receives a negative test result.**

\* Close contact is defined as being within six feet of an individual for fifteen minutes.
- 4. The establishment must be sanitized since the last time the employee tested positive with COVID-19 was in the building. If standard overnight sanitizing has already happened, then you are okay to continue operating. If you receive same-day test results then immediate closure and sanitizing is required.**
- 5. Review safety measures with employees:**
  - Use of personal protective equipment
  - Handwashing protocol
  - Proper cleaning and sanitizing measures for high frequency areas
- 6. Monitor all other Employees for COVID-19 symptoms:**
  - Sick employees are NOT allowed to enter the establishment
  - Employees who become systematic should be sent home and the establishment should be closed and cleaned following CDC/FDA guidelines
- 7. Clearance to return to work must be secured from the local public health department. Clearance to return to work is only necessary for those who tested positive.**

