



What to Do when an Employee has COVID-19

1. Instruct employee to stay home if they have COVID-19 symptoms OR tested positive.

- Send employee home if they develop any COVID-19 symptom during their shift.
- Send employee home if they live in same household with a person who is COVID positive.
- Send employee home if employee is waiting for test results after experiencing symptoms, or was close contact of a person who has COVID symptoms.
- A pre-screen guide is available here: mass.gov/lists/stop-covid-19-employee-screening.

2. Notify local Board of Health immediately.

- Notify the board of health in which the business is located.

3. Help the Board of Health identify close contacts.

- A **Close Contact** is defined as anyone who was within 6 feet of an infectious person for a total of 15 minutes or more accumulated over 24 hours. Persons are close contacts even if one or both persons were wearing a face covering.
- Provide an employee roster with town of employee's residence, shift schedule, and other reasonable information if requested, to assist contact tracing.
- A log of workers and customers/visitors/attendees is mandatory in the standards titled: Arcade and Recreation; Close Contact Personal Services; Fitness Center Office Indoor and Outdoor Events; Manufacturing, Offices; Sectors Not Otherwise Addressed; and Theater and Performance Venue. Clergy at Places of Worship will be requested to communicate the need for contact tracing to membership and will not be asked to release a list of members.

4. Follow instructions from Board of Health for persons instructed to quarantine.

- Arrange work schedules so that co-workers who are instructed to quarantine by Board of Health are able to stay home.
- The decision for a Critical Infrastructure worker to work during quarantine must be approved by the local Board of Health. Per the CDC, this decision should be used as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious danger to the public. Critical Infrastructure workers cannot work when they have COVID symptoms or have tested positive within the past 10 days.

5. Notify your employees that a COVID-19 positive employee was present at the workplace.

- Communicate with employees to demonstrate the business is following the steps required by state requirements. A sample letter is available on the DLS website mass.gov/doc/sample-letter-for-businesses-when-an-employee-is-positive-for-covid-19/download.

6. Clean the area where the worker was located.

- Clean the areas where the affected employee was located if they were present at the workplace on the days they were contagious. The entire business generally does not need to be shut down when Contact Tracing is conducted promptly and effectively.
- More information can be found here: cdc.gov/coronavirus/2019ncov/community/organizations/cleaning-disinfection.html

7. Monitor for any other employees who may be COVID-19 positive:

- Conduct thorough Pre-Shift Symptom and Contact Screening. A template is provided here: mass.gov/lists/stop-covid-19-employee-screening.
- Encourage co-workers to monitor their temperature daily at home. Do not report to work if temperature is above 100.°F.
- Some businesses may opt to have co-workers tested. This can quickly identify any asymptomatic cases and prevent a cluster of cases at your workplace. Businesses are not mandated to pay for these tests.

8. Follow Massachusetts Return-to-Work Procedures

- Employee must have at least 24 hours since recovery, defined as resolution of fever without the use of fever-reducing medications, and improvement of symptoms, and at least 10 days since symptoms first appeared. Persons who were asymptomatic throughout the infections must have at least 10 days since the first positive COVID-19 test.
- The local Board of Health will give instructions to workers on when it is OK for them to return to work.
- Return to work guidance 12/7/2020: mass.gov/doc/return-to-work-guidance/download.

9. Follow Massachusetts COVID Safety Standards.

- Visit: mass.gov/resource/reopening-sector-specific-protocols-and-best-practices.
- Businesses can contact the Department of Labor Standards for questions about the sector standards at safepublicworkplacemailbox@mass.gov.

10. Encourage employees to follow COVID-19 safety precautions when outside of work.

- Wear face coverings when sharing vehicles mass.gov/lists/carpooling-safely-during-covid-19-flyers-and-videos
- Posters for employers are available from the Department of Public Health's website: mass.gov/info-details/covid-19-printable-fact-sheets#prevention-

**Contact the Department of Labor Standards
at safepublicworkplacemailbox@mass.gov.**