Boulder County Public Health
Communicable Disease and Emergency Management Division

COVID-19 Cases and Exposures in Employees: A Guide for Employers

When an employer has a **single employee, who may have COVID-19,** please follow these steps:

- **Send any sick employees home immediately.** Do not allow the ill employee with COVID-19 to be in the workplace.
- If you have enough staff to operate, you may continue to remain open for business.
- **You are not required to close.**
- Encourage employees with symptoms similar to those for COVID-19 to follow-up with a healthcare provider and get tested for COVID-19 using a viral test. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
  - o Free testing is available in Boulder County. Refer to this link for more information: https://www.bouldercounty.org/families/disease/covid-19-information/testing/
- Require employees who have tested positive for COVID-19 to stay at home until they have finished isolation.
  - o **Someone with COVID-19 is considered infectious starting 48 hours before onset of symptoms until they complete isolation AND have gone 24 hours with no fever and symptoms have improved**.
    - For people who are ill with COVID-19, the day of symptom onset is day 0. They will have to isolate for 5 days and can then return to work by wearing a well-fitted mask.
    - For asymptomatic cases (those with NO symptoms), use the date of test collection as day 0. They will have to isolate for 5 days and can then return to work by wearing a well-fitted mask.

ISOLATION CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Infectious period begins	Infectious period begins	Symptom onset (or test date if asymptomatic^) DAY 0	Isolation DAY 1	Isolation DAY 2	Isolation DAY 3
Isolation DAY 4	Isolation DAY 5	Return to work but must wear a mask*				

*As long as you have had no fever within 24 hours or more of ending isolation and your other symptoms are improved overall; if unable to wear a mask, isolate for a full 10 days and return to work on day 11

^Day 0 indicates the start of any symptoms that a person experiences with COVID OR if the person has NO symptoms, use date of test as "Day 0"

- When an employee is diagnosed with COVID-19, you will need to perform a risk assessment to determine close contacts by communicating with employees who were potentially exposed to this individual and patrons within the facility
  - **An exposure is defined as an individual who has had close contact (within 6 feet for a total of 15 minutes) with a COVID-19 case in the two days prior to symptom onset, through the cases isolation period, irrespective of whether there is mask use. This would include employees who had short interactions that total 15 or more minutes within a 24-hour period.**
  - Fully vaccinated and boosted, asymptomatic contacts are not required to quarantine but should test on day 5 from last exposure.
  - Contacts who are not fully vaccinated and boosted (if eligible) must leave work AND quarantine at home for 5 additional days.
    - Go to this link: https://assets.bouldercounty.org/wp-content/uploads/2022/01/01.22-Isolation-Quarantine-Chart-English_KS-1.pdf
    - Contacts who remain asymptomatic should also test 5 days from exposure and may use an over the counter at home antigen test (such as the BinaxNow test). For any over the counter test, it is expected to use the test manufacturer's instructions (e.g., for the BinaxNow take two tests 36 hours apart) before returning to work.
- Clean and disinfect the facility according to CDPHE cleaning guidance.
- **Closing to clean is not required.** https://covid19.colorado.gov/cleaning-guidance#:~:text=If%20surfaces%20are%20dirty%2C%20they,household%20disinfectants%20should%20be%20effective

When an employer has **multiple employees with confirmed or probable COVID-19:**

1. Follow the same steps listed above
2. A confirmed COVID-19 outbreak is defined as five or more cases in a facility or group (does not include groups that make up a household) that occurred within a 14-day period.
3. Please begin completing this form as required by CDPHE: https://cdphe.redcap.state.co.us/surveys/?s=FF87YHELDW
4. Also begin to collect information on the employees who test positive in this format: https://drive.google.com/file/d/1SGtTFxbdvHPmvBw9NNhpdxvMVVVyG4yI/view and email it to EpiBusiness@bouldercounty.org
5. At the end of 28 days from your last positive case of COVID-19 within your facility, please complete a final version of this form as required by CDPHE: https://cdphe.redcap.state.co.us/surveys/?s=FF87YHELDW
6. Email any questions to EpiBusiness@bouldercounty.org

When an employee(s) has been **exposed to someone that has COVID-19 (at home/away from work):**

- Fully vaccinated and boosted, asymptomatic contacts are not required to quarantine but should test on day 5 from exposure
- Contacts who are NOT fully vaccinated and boosted (if eligible) must leave work AND quarantine at home for 5 additional days.
  - Go to this link: https://assets.bouldercounty.org/wp-content/uploads/2022/01/01.22-Isolation-Quarantine-Chart-English_KS-1.pdf