

**Boulder County Public Health**  
**Communicable Disease and Emergency Management Division**  
**COVID-19 Cases and Exposures in Employees: A Guide for Employers**

*This guide is intended for businesses that do not operate in high-risk or congregate settings.  
Those facilities may be required to follow additional public health guidance.*

**Businesses with one employee with confirmed or probable COVID-19:**

- **Send any sick employees home immediately.** Do not allow the ill employee with COVID-19 to be in the workplace
- As long as you have enough healthy staff to operate, **you are not required to close** and may remain open for business
- Encourage employees with symptoms consistent with COVID-19 to follow up with a healthcare provider and get tested for COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
  - Testing is available in Boulder County. Refer to this link for more information:  
<https://bouldercounty.gov/families/disease/covid-19-information/testing/>
- Require employees who have tested positive for COVID-19 to stay at home until they have finished isolation
  - For people who are ill with COVID-19, their symptom onset is day 0. They must isolate for at least 5 days AND until they have gone 24 hours with no fever AND until their symptoms have improved
    - For asymptomatic cases (those with NO symptoms), use the date of test collection as day 0. They will have to isolate for five full days and can then return to work by wearing a well-fitting mask:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>
    - After isolating for at least 5 days, individuals may discontinue mask use if they receive two subsequent negative results on at-home antigen tests taken at least 48 hours apart
    - If individuals test positive on these antigen tests, they should continue wearing a mask until they receive the two negative results. This may take longer than 10 days
  - Someone with COVID-19 is considered infectious to others starting 48 hours prior to the onset of symptoms and until they have completed isolation

### 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 should wear a mask^				

*\*Day 0 indicates the day that someone starts experiencing any symptoms from COVID OR if the person never shows symptoms, use the day of positive test as day 0*

*^As long as you have had no fever within 24 hours or more of ending isolation and your other symptoms are improved overall; you should wear a mask around others through the end of the 10-day period. If, after day 5, you test negative on two separate home tests taken at least 48 hours apart, you may discontinue mask use. If you are unable to wear a mask, you should isolate at home through at least day 10*

- When an employee is diagnosed with COVID-19, you will need to perform a risk assessment to determine if they had any close contacts by communicating with other employees and patrons who may have been exposed to the ill individual
  - There are multiple factors that influence the risk of transmission of COVID-19. Use this guide to help identify contacts' level of risk: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/risks-exposure.html>
  - Those with an identified exposure do not need to quarantine, but should wear a mask in public spaces for 10 days following their most recent exposure and get tested for COVID-19 on day 5
  - If close contacts begin to experience symptoms, they should isolate and seek testing right away
- Clean and disinfect the facility according to CDPHE guidance (the facility is not required to close for cleaning): <https://covid19.colorado.gov/cleaning-guidance>
- If an employee is exposed to COVID-19 outside of work, they are not required to quarantine. They should wear a mask for 10 days following their most recent exposure, get tested for COVID-19 on day 5, and isolate immediately if they develop symptoms

## Businesses with multiple ill employees:

- Follow the same steps listed above to identify ill employees and contacts and clean the facility
- An outbreak of COVID-19 in a business setting is defined as 5 or more confirmed or probable cases of COVID-19 among individuals associated with the facility who all have symptom onset within a 14-day period in and do not live in the same household
- If you suspect that your facility is experiencing an outbreak:
  - Ensure that ill employees isolate and don't come in to work
  - Inform employees/patrons that may have been exposed to an ill employee and instruct them to monitor for symptoms
  - Perform cleaning and disinfection as instructed by CPDHE (<https://covid19.colorado.gov/cleaning-guidance>)
  - Ensure that employees perform frequent hand hygiene (<https://www.cdc.gov/handwashing/when-how-handwashing.html>)
  - Consider increasing ventilation in the facility through opening doors/windows or installing a portable air filter (more information here: <https://drive.google.com/file/d/1G6fDi8jilPIMCDxSg3qVZtJOB-Wzxy3w/view>)
  - Encourage employees who aren't up to date on vaccinations to get vaccinated (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>)
  - Businesses that support critical infrastructure, safety, and sanitation (such as fire departments, law enforcement, healthcare and medical facilities, public utility plants) with a possible outbreak should contact Boulder County Public Health
    - Email [Epi@bouldercounty.org](mailto:Epi@bouldercounty.org) with "Suspect COVID Outbreak" in the subject line. Please include the name and address of your facility, the total number of employees, and the number of ill employees in your message
  - If you have any questions or concerns, email [Epi@bouldercounty.org](mailto:Epi@bouldercounty.org)