



Flowchart if an employee tests positive for COVID-19^{1,2}

Instruct employee to remain home at least 10 days* as recommended by their healthcare provider (HCP).

Close general area for 24 hours where infected employee worked until cleaning is completed. Conduct [deep cleaning](#) of the area where infected employee worked and may have been (breakrooms, restrooms, travel areas) with [EPA-approved cleaning agents](#). Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

Record and report work-related COVID-19 illnesses or fatality as per other [occupational health reporting requirements](#).

Contact the [County of San Diego Epidemiology Unit](#) for guidance on infection control, case investigation, contact tracing, and return to work recommendations.

Inform employees, as recommended by the Epidemiology Unit, of their possible exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

When the confirmed case is reported to the Public Health Department, [case investigators](#) will identify person(s) the infected employee had close contact with during the time they were considered infectious.

Return to work when:

At least 24 hours since the last fever without the use of fever-reducing medications



Improvement in symptoms



At least 10 days* since onset of symptoms (or since first positive PCR test if the person is asymptomatic)

Employers should not require sick employee to provide a negative COVID-19 test result or HCP's note to return to work.

The CDC recommends employers take the following steps to prevent the spread of COVID-19:

- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or telework (if possible).
- ✓ Emphasize respiratory etiquette and hand hygiene by all employees.
- ✓ Perform routine environmental cleaning.
- ✓ Check government websites (CDC, State Department) for any travel advisories.
- ✓ Plan for infection disease outbreaks in the workplace.

If an individual at your organization develops symptoms of COVID-19, please advise them to contact their healthcare provider and to let their provider know that they may have been exposed to someone with COVID-19. If there are any severe symptoms, advise them to seek medical attention immediately.

*Isolate for 20 days for patients with [severe to critical illness](#) or who are severely immunocompromised.

¹ See [COVID-19 Employer Playbook for a Safe Reopening](#) for more information.

² See [COVID-19 Industry Guidance: Schools and School-Based Programs](#) for more information for schools.