

How to Respond to COVID-19 in the Workplace

The following is **UPDATED guidance and resources (shown in red italics)** on how to respond if someone on your team becomes aware of exposure, is displaying symptoms or has a confirmed case of COVID-19:

- *If a teammate discovers they have COVID-19 exposure, they are to immediately contact their agency. Agencies should direct teammates not report to the workplace (or go home if they are already in the workplace) and seek guidance for testing and isolation from their health care professional. Teammates should follow that guidance including when they can safely return to the workplace. Teammates are to advise their agency accordingly and provide required documentation.*
- If a teammate is at work and showing symptoms associated with COVID-19 – send them home and direct them to contact their medical professional for further guidance.
- If a teammate reports they have tested positive for COVID-19, they should follow the guidance provided by their health care provider and public health department. Quarantine/Self-isolation times may vary based on severity of symptoms. It is a good practice to contact the local public health department if they are not already aware of the diagnosis. A list of county public health organizations can be found [here](#). Local public health departments will coordinate contact tracing and advise those who were in close contact with that individual.
- If the infected teammate was in the workplace, notify potentially exposed co-workers without sharing the infected teammate's identity. As much as possible, retrace the activities of the infected teammate and notify any teammates who might have had close contact with the infected teammate. [The CDC determines COVID-19 close contact exposure risk](#) *when someone is within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period starting from 2 days before COVID-19 illness onset (or for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*
- If the infected teammate was in the workplace, also please notify State Building Division (SBD) by contacting Mac Hunt at 402-580-0589. The SBD will assist in coordinating services to make sure workstations and surrounding common areas are sanitized in accordance with CDC [guidance](#). If an area is left vacant for seven days or more, the CDC advises only routine cleaning is required.
- If the infected teammate's symptoms allow, agencies are encouraged to provide telework if possible. Teammates should follow their health care professional's guidance on when they can return to the workplace. Generally, the [CDC recommends in most cases infected teammates can be around others after:](#)
 - 10 days since symptoms first appeared **AND**
 - 24 hours with no fever without the use of fever-reducing medications **AND**
 - Other symptoms of COVID-19 are improving*