

Workplace and Employer Resources

Below is guidance for business administrators in handling sick or possibly sick employees with COVID-19.

- **What to do if an employee has COVID-19:** Keep it confidential. This is required by the Americans with Disabilities Act (ADA). Inform close contacts of the sick employee that they may have been close to someone with COVID-19.
- **Employees who have a family member at home with COVID-19 should:** Notify their employer. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

Frequently Asked Questions

Do I need to call my local health department if I learn of a sick employee?

While Central District Health does not directly test individuals for COVID-19, per state disease reporting policies, CDH receives confirmation of any positive cases within Ada, Boise, Elmore and Valley Counties. CDH will follow up with the person confirmed to have COVID-19 to advise of next steps, and to work with them to identify those they were in close contact with while infectious.

How long will the process take to notify those determined to be in close contact to the sick employee?

Central District Health's team is committed to working swiftly to contact those determined at risk, in a timely manner and will rely on your cooperation and help to identify high-risk individuals in your workplace. With the rapid changes around COVID-19, elements like the timing of test results reaching the health department and number of cases in our community are factoring in to how long it is taking for our team to follow up with individuals confirmed to have COVID-19.

Can my local health department confirm the name of my employee so I know they actually tested positive for COVID-19?

As part of our disease investigation, in most cases, we will follow up with you to discuss the role your employee has within your organization, dates worked, areas of the building they worked, and other details. This will help us better determine who might have been at highest risk for contracting this virus. Your local health department is unable to provide any Patient Health Information, which is covered by HIPPA. It is best if your employee is able to provide you with confirmation from their health care provider or the laboratory that conducted the testing.

How do we need to clean the space the employee worked in?

- The Centers for Disease Control and Prevention offers guidance on how best to clean an area in which someone with confirmed COVID-19 was present. <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

Notifying Others in the Workplace of an Ill Employee

- Central District Health will work with you as an employer to help identify those who came into close contact with the sick individual and will work to contact those at highest-risk. Not every employee will be contacted. Only those identified as the highest risk.
- Consider timely notification to your staff of a recently confirmed COVID-19 in an employee, ensuring the employee's confidentiality is maintained.

Consider including:

- Possible dates of exposure
- Remind employees that there is current community spread of COVID-19 and to watch for signs and symptoms which develop within 2-14 days; actions they should take if they are sick.
- Remind employees how best to protect themselves from COVID-19 and the importance of staying home if they are sick.
- What your business is doing as a result. (e.g. closing, cleaning, etc.)
- What your business illness reporting policy is.
- Where to find reputable resources and information for COVID-19 ([CDC](#), local health department, www.coronavirus.idaho.gov)