COVID-19 Employer Guidance
Positive COVID-19 Cases & Close Contacts

Notification of Cases to Columbus Public Health (CPH):

Employers do <u>not</u> need to report cases to CPH. Cases are reported to local health departments via the Ohio Disease Reporting System.

Employer Responsibilities

Cases:
The following steps should be taken with an employee who is determined to be a case.
- Thoroughly clean the employee's work area, including all high touch surfaces.
- Identify any close contacts of the case within the facility. A close contact is defined as someone within six feet of the case for a cumulative total of 15 minutes, regardless of mask use.
- Honor any isolation or return to work guidance issued by the employee's local health department. (Note: The employee's local health department is based on the employee's place of residence.) CPH guidance for employees who test positive is on the back of this document.
- CPH advises against requiring a negative test to return to work.

Close Contacts:
The following steps should be taken with an employee who is determined to be a close contact.
- Remove anyone who meets the definition of a close contact from the schedule immediately.
- Close contacts should quarantine immediately. Self-quarantine may end when **10 days have passed** since the employee's last contact to the case, as long as the employee has not had any symptoms.
- If the contact becomes symptomatic, they should be encouraged to get tested.
- The contact may or may not receive an official quarantine letter from their local health department.
- **Employers are advised against requiring the contact to show proof of quarantine with a letter** due to delays and variations in quarantine letter issuance by Ohio's local health departments.

*Note: Health care employers who wish to release an employee from quarantine earlier may require a negative test to return after day seven as long as the test is done at least five days after close contact with the case and the employee has not had any symptoms.

CPH Responsibilities

Note: CPH is only responsible for employees who reside in the cities of Columbus or Worthington.

Cases:
- A CPH case investigator will make two attempts to reach the case for an interview.
- The case investigator will determine how long a case should remain in isolation. Isolation periods are generally 10-20 days, depending on the severity of symptoms.
- The case will receive a notice of isolation letter AND a return to work letter from CPH. (Note: CPH cannot send these letters directly to the employer.)

Close Contacts:
- CPH will make two attempts to reach the contact.
- The contact will be offered a generic, non-personalized, quarantine letter.
- Due to the large influx of cases across the state, there may be delays in notifying contacts.

Please contact CPH at COVID-19@columbus.gov with additional questions.

If You Test Positive for COVID-19,

you can help prevent the spread of illness.

While you wait for public health to call you, follow these steps:

- **Isolate yourself immediately** and stay away from other household members.
- **Stay home** except to get medical care.
- **Let your employer know** you have COVID-19.
- **Notify your close contacts** so they can quarantine themselves. There's a free online tool that can help you quickly and easily notify your contacts. Learn more at www.tellyourcontacts.org.

You can end isolation and resume normal activities when:

- 10 days have passed since your symptoms started (or test date if no symptoms), **AND**
- You are fever-free with temperature below 100.4ºF for at least 24 hours without the use of fever-reducing medications, **AND**
- Your symptoms have improved.

Right to Recover Income Help

The Right to Recover program offers financial assistance to low-income, COVID-positive workers who are Columbus residents to take time off of work to isolate and recover. For requirements or more information, call 614-484-9111 or visit www.cul.org/right-to-recover.

For more information:

- Visit www.columbus.gov/coronavirus
- Call 614-645-1519

Close Contacts

What is a close contact?

A close contact is someone within six feet of you for more than 15 minutes total in a 24 hour period, while you were contagious:

- 2 days before symptoms appear (or 2 days before a positive test, if no symptoms) through the end of your isolation period.

Tell your close contacts to:

- Start quarantining right away.
- Quarantine until 10 days have passed since your last contact to the person with COVID-19 as long as you have not had any symptoms.
- Stay home except to get medical care.
- Monitor yourself for symptoms. If you develop symptoms, get tested.
- Columbus Public Health does not recommend testing out of quarantine for general public.

12/8/2020

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

COLUMBUS
PUBLIC HEALTH