

# COVID-19 Business Manual

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CORONAVIRUS  
UTAH.GOV

# Responding to COVID-19 in your business

As we loosen restrictions and help the economy, we also increase the risk of COVID-19 spread. We must open things up in a measured and strategic way, to protect both the health of Utahns and our economy.

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## Our goal is to keep your business open during the pandemic.

The goal of the Utah Department of Health (UDOH) is to help you keep your employees healthy and your business open during the pandemic. We want to help you keep your workplace safe for employees and customers.

COVID-19 spreads very easily and quickly. Even if you and your employees are doing everything right, your business may see cases of COVID-19. The types of prevention measures you take and how much COVID-19 is in your community will also impact your business. It is critical for communities, families, and individuals to take all of the necessary measures they can to lower the spread of COVID-19.

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## The two most important things you need to know are:

1. What to do if an employee is exposed to COVID-19 or tests positive for the virus.
  2. How to protect your operations, workplace, and employees during the pandemic.
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**COVID-19 is a new disease. We learn more every day about COVID-19 and the best ways to stop it from spreading.** We know this can make it very hard for business owners and employees to know what to do. This guidance is a step-by-step plan to protect your business and prevent the spread of COVID-19. It is important to look at how your business operates and make a plan to make your workplace healthier.

These guidelines are specific to COVID-19, but many are good ideas for you to consider making a permanent part of your business plan. When you are updating your plan, keep in mind the Utah Department of Health has many other resources for your business to help you keep employees healthy and prevent illness in the future. If you are interested in other ways we can help, such as bringing health screenings right to your workplace at no cost to you, you can contact our Workplace Response Team or visit [choosehealth.utah.gov/worksites.php](https://choosehealth.utah.gov/worksites.php) for more information.

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# Healthy customers. Healthy employees. Healthy economy.

The COVID-19 pandemic has taken a tremendous toll on individuals, families, communities, and businesses. Economic activity and health outcomes are tightly connected. Economies thrive when people feel and are safe.

One of the simplest ways to protect lives and livelihoods is by wearing a face mask. Nearly all reputable medical and scientific organizations agree that masks are an effective way to stop the spread of COVID-19.<sup>1</sup> A recent study by the Centers for Disease Control and Prevention showed not only do masks protect other people from getting infected with the virus that causes COVID-19, but that masks can also be protective for the person wearing a mask.<sup>2</sup> Mask-wearing decreases the number of COVID-19 cases, increases consumer mobility, and increases consumer spending.

## Consumer confidence is linked to the number of COVID-19 cases.<sup>3,4</sup>

Health and economics go hand in hand. Studies show that as the number of COVID-19 cases grow, consumer confidence declines. When consumers feel safe, they are more likely to engage in the economy. People who believe they can protect themselves from the virus while out in public have higher consumer confidence and are more likely to spend discretionary income, especially in industries hit hardest by the pandemic. A study by Franklin Templeton and Gallup showed these individuals are twice as likely to dine out, visit a gym, visit a salon or barbershop, or book a flight as those who do not feel confident they can avoid infection while out in public.

People feel less financially optimistic and are more likely to be cautious when cases are surging. Businesses can play a role in helping consumers feel safe by following public health recommendations, including support of mask wearing. State mask mandates, anticipating extreme consequences from COVID-19, and misperception of the severity of the virus all impact consumer confidence. Following public health guidelines can and will spur economic growth.

## Mask mandates positively impact the economy.<sup>5</sup>

A recent study by the University of Utah David Eccles School of Business showed that low COVID-19 case counts and mask requirements positively impact consumer activity. Counties and states which have mask mandates see higher levels of consumer spending than areas which do not have mask mandates. This same study found Utahns were 13% more likely to go to the store if COVID-19 cases fell by 10%. Utahns were also 51% more likely to go to the store if everyone was wearing a mask. Consumer mobility, or the movement within an economy, has a direct tie to how safe consumers feel during the pandemic. Until a vaccine is widely available, supporting mask wearing is the quickest and most effective way to sustain economic growth and activity.

1 <https://pws.byu.edu/covid-19-and-masks>

2 <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

3 <https://www.mckinsey.com/business-functions/marketing-and-sales/our-insights/a-global-view-of-how-consumer-behavior-is-changing-amid-covid-19#>

4 <https://news.gallup.com/poll/321485/confidence-avoiding-covid-linked-consumer-behavior.aspx>

5 <https://s3-us-west-2.amazonaws.com/marriner-wpmedia/wp-content/uploads/2020/11/SeegertGaulinYangNavarroSanchez2020-web.pdf>

# Wearing a mask doesn't just save lives, it saves money.<sup>6,7</sup>

Mask mandates have been shown to increase mask use, lower the number of new COVID-19 cases, and save lives. However, improved health outcomes are not the only benefit to wearing face masks. People living in states with mask mandates for employees were more likely to be confident they could protect themselves from COVID-19, which leads to higher consumer confidence. An economic analysis by Goldman Sachs found that universal masking in the U.S. could prevent the need for lockdowns and reduce economic losses of up to \$1 trillion or about 5% of the U.S. gross domestic product.

Individuals would also benefit financially by face mask use. Economists have shown that as the GDP falls, consumers see higher prices for goods and services. Jobs also disappear during times of economic downturn. Goldman Sachs estimates that if universal masking prevents a 5% loss to the GDP, Americans would save roughly \$3,000 per person.

6 <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

7 <https://www.goldmansachs.com/insights/pages/face-masks-and-gdp.html>

# What do we know about how COVID-19 is spread?

We still have much to learn about COVID-19. From what we know right now about the virus and about similar coronaviruses, COVID-19 is most easily spread from close contact with someone who has the virus (within about 6 feet). Sometimes it can be spread through airborne transmission.<sup>8</sup>

The virus is spread by respiratory droplets. Airborne transmission means that an infection can be spread by small droplets and particles that have stayed in the air for a long time or over long distances (more than 6 feet). Some viruses and bacteria, like tuberculosis, seem to be more easily spread through airborne transmission. The reason scientists and researchers believe that COVID-19 is not mainly spread by airborne transmission is based upon the infection rates of COVID-19 as it quickly spread around the world. We know a significant amount of COVID-19 cases are found in asymptomatic individuals (people who don't have any symptoms), so if the virus was spread easily through airborne transmission, scientists believe there would have been many more cases of COVID-19 early on in 2020. This data tells us that COVID-19 is spread mainly by close contact in shorter distances.



## However, airborne transmission can happen under special circumstances:

- **In enclosed spaces.** People have gotten the virus if they were exposed in an enclosed space to someone who had the virus or were in the enclosed space shortly after the infected person left.
- **Exposed to respiratory particles for long periods of time.** Certain activities put more respiratory droplets into the air, such as singing, shouting, and exercising. When you do these activities with other people, it means that everyone is putting more of their respiratory droplets in the air than you would normally have. Especially if people aren't wearing face masks in enclosed spaces during these activities. People have gotten the virus if they were in environments such as these that increased the amount of respiratory droplets in the air.
- **Inadequate ventilation or air handling.** People have gotten the virus if they were exposed in environments that had poor ventilation.



Recommended interventions (such as wearing face masks, physical distancing, cleaning and disinfection, and good hand hygiene) seem to be sufficient to prevent airborne transmission of COVID-19. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or their eyes. This is not thought to be the main way the virus spreads. We are still learning many things about COVID-19 and how it spreads.

<sup>8</sup> <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-sars-cov-2.html>

# What is the difference between quarantine and isolation?

[Quarantine](#) is for people who may have been exposed to COVID-19, but aren't sick yet. [Isolation](#) is for people who are sick or who have symptoms of COVID-19.

## Quarantine

You should quarantine if you were exposed to COVID-19. This means you were in close contact with someone who has COVID-19 while that person was infectious. Close contact<sup>9</sup> means:

- You were closer than 6 feet from someone who has the virus for a cumulative total of 15 minutes or longer in a 24 hour period.
- You cared for someone at home who is sick with COVID-19.
- You had direct physical contact with the person who has COVID-19 (hugged or kissed them).
- You shared eating or drinking utensils with the person who has COVID-19.
- The person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.



Quarantine keeps you away from others so you don't infect someone else without knowing it. Symptoms of COVID-19 may appear 2-14 days after exposure. This is why you should quarantine for 14 days from the last date of exposure, because it can take 14 days for you to get sick. This means you can spread the virus for 14 days after you were exposed. That's why a 14-day quarantine is still the best and most effective way to protect other people from being exposed to the virus. However, having to quarantine for 14 days every time you are exposed to the virus is a concern to many families. The pandemic has had an economic impact on families and employers.

**As we learn more about COVID-19, public health can now provide alternatives for those who may not be able to quarantine for 14 days.** While these alternatives are not the very best way to protect people from the virus, they balance reducing the burden on individuals and families against a small possibility of spreading the virus. You can learn more about why this change is being made at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

### You may end quarantine:

- **On day 10 without testing.** If you don't have symptoms of COVID-19, you can end quarantine 10 days after the last time you had close contact with the person who tested positive.
- **On day 7 with a negative test result.** You can get tested on day 7. You can end quarantine if your test is negative and you do not have any symptoms of COVID-19. You must wait at least 7 days after your exposure to be tested. The test can be a [PCR or rapid antigen test](#). You must continue to quarantine until you get your test results back.



<sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>10</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

These recommendations DO NOT apply to people who are living with someone who has COVID-19 or congregate care settings (like a long term care facility, correctional facility, or group home).

- If you live with someone who has tested positive for COVID-19, you must quarantine for 10 days, even if you test negative.
- If you live or work in a congregate living setting and were exposed to COVID-19, you must quarantine for 10 days.
- Long-term care facilities will continue to follow a 14-day quarantine for employees and residents because the chance for spread and severe illness is very high.

**If you end quarantine early using one of these alternatives:**

- Watch for symptoms until it has been 14 days after your exposure. If you end quarantine sooner than 14 days, it is important you keep checking for symptoms. There is a small chance you can still get COVID-19.
- If you get symptoms, isolate right away. Call a healthcare provider and get tested for COVID-19, even if you tested negative for COVID-19 earlier in your quarantine period.
- Wear a mask, stay at least 6 feet away from others, wash your hands often, avoid crowds, and take other steps to prevent the spread of COVID-19.

**Symptoms of COVID-19**



**Fever**

(temperature of 100.4°F or 38°C or higher or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



**Sore throat**



**Muscle aches and pains**

During quarantine, you should stay home and away from other people as much as possible. You should not go to work, school, extracurricular activities, religious services, family gatherings, or other activities. If you must leave your home for essential items like groceries or to seek medical care, it is very important you take extra safety precautions so you don't spread the virus to other people.



**Wait 7 days after you were exposed to get tested for COVID-19.** This lets enough of the virus build up in your body to be detected by the tests. If you get sick or have symptoms of COVID-19 while on quarantine, you should isolate and call a healthcare provider right away. You should be tested for COVID-19.

If you choose not to get tested or you are living with someone who has COVID-19, you can end quarantine 10 days after the last time you were around the person who has COVID-19.

**If you live with someone who tests positive for COVID-19, you need to quarantine for at least 10 days.** You are at a much higher risk of getting infected with the virus. Do not end quarantine before 10 days, even if you test negative. It can be very hard to stay isolated from people who have COVID-19 and live in your home. This means you may need to quarantine longer than 10 days if you can't stay away from the person who was sick. Every time you come into close contact with the person who tested positive while they are infectious, your 10-day quarantine starts over.

A public health worker may also try to contact you if you were exposed to COVID-19. This is called [contact tracing](#). A public health worker may call you or send you a text or email.

## Isolation

If you have symptoms of COVID-19 or test positive, you should isolate. This means you stay at home except to get medical care. You should isolate until you have been:

- Fever-free for 24 hours (this means you did not use medicine to lower your fever), and
- Your respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since you first got sick.
- If you did not have symptoms, isolate for 10 days from the day you were tested.



AND



Without Medicine



If you test positive for COVID-19, try to stay in a different room in your home from other people. You should also try to use a different bathroom than other people. If you can't stay in a different room or use a different bathroom, stay as far away from other people in your home as possible. Wear a mask if you need to be around other people. Don't share personal items like cups, plates, or towels. Clean surfaces that are touched often (like phones, doorknobs, light switches, toilet handles, sink handles, countertops, and anything metal).

**You are infectious and can spread the virus to others starting up to 2 days before you first had symptoms until your isolation period is over.** If you never had symptoms, you are infectious starting 2 days before the day you were tested for COVID-19. Anyone who came into close contact with you during this time should quarantine.

If you test positive for COVID-19, anyone who lives in your home should quarantine for 10 days from the last time they were in close contact with you during isolation.

A public health worker will also try to contact you if you test positive to conduct a [case investigation](#). Sometimes people call this contact tracing. A public health worker may call you or send you a text or email.



# Safety precautions for people who have been exposed to someone with COVID-19

- Check for symptoms of COVID-19 every day, including taking your temperature if possible. If you do not have a thermometer, check your skin to see if it feels warm or looks red. A helpful booklet called, "What to do if you are on quarantine or isolation for COVID-19," can be downloaded at <https://coronavirus.utah.gov/protect-yourself/>.
- Stay home and away from other people as much as possible. Do not go to school, work, extracurricular activities, religious services, family gatherings, or other activities until your quarantine is over.
- Wear a face mask if you must leave your home for essential errands like getting groceries or to get medical care. Only leave your home if you have to.
- Limit the number of visitors to your home. This is especially important if you or someone you live with is at higher risk for severe illness from COVID-19.
- Clean surfaces that are touched often (like phones, doorknobs, light switches, toilet handles, sink handles, countertops, and anything metal).
- Wash hands with soap and water often. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol.
- Open the windows as much as you can to improve the ventilation and increase air exchanges in rooms.
- Do not share food or utensils with other people.
- Do not share personal items like a toothbrush with other people.



# Keeping your business open if an employee is exposed to or tests positive for COVID-19

COVID-19 is spreading in many Utah communities. This means employees are at risk for being exposed to COVID-19 in their homes, community, or at work. It is important everyone do their part to help slow the spread of COVID-19.

If you follow public health guidance, you are more likely to keep your employees safe and your business open. If one of your employees tests positive for COVID-19, it does not mean he or she did anything wrong. It also does not mean your business necessarily did anything wrong. The most important thing is to keep the virus from spreading at your workplace.



If you have questions about what to do after an employee is exposed to COVID-19 or tests positive, email the Utah Department of Health Workplace Response Team at [covidresponse@utah.gov](mailto:covidresponse@utah.gov) or call your local health department. You can find your local health department a <https://ualhd.org/>.



## If an employee tests positive for COVID-19, do I need to shut down my business?

No. In most cases, you do not need to shut down your business. You may need to temporarily close a section of your business to clean the area where the employee worked but most businesses are able to remain open.

## What happens if an employee tests positive?

If an employee tests positive for COVID-19, he or she should isolate right away. This means the employee needs to stay at home and away from other people as much as possible. The employee should not come to work.

The person who tested positive should isolate until he or she has been:

- Fever-free for 24 hours, and
- His or her respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since he or she first got sick.
- If the person did not have symptoms, he or she should isolate for 10 days from the day he or she was tested.

Anyone who was in close contact with a person who has COVID-19 up to 2 days before he or she had symptoms is considered exposed and should quarantine. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before they were tested. Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for a total of 15 minutes or longer in a 24-hour period.



The health department will call the employee to conduct a case investigation and contact tracing. A case investigation helps public health figure out how a person may have been exposed to the virus. It can also help public health find out who else may be at risk of COVID-19. The health department will ask the employee who they may have been in close contact with while they were infectious. The health department may ask the person to tell their close contacts to quarantine or the health department may contact these individuals directly.



### **Will it be made public if one of my employees tests positive for COVID-19?**

An employee's test result is considered private health information and is kept confidential by public health. All test results must be reported to the Utah Department of Health and to the local health department in the health district where the employee lives.

Public health only shares the names of employees who test positive for COVID-19 with an employer if it is necessary to find others who may have been exposed to the virus. An employee's name or test result is not shared publicly or with the media.

Only rarely does the health department need to issue a public statement about a potential exposure or outbreak of COVID-19. If this happens, the health department will work closely with you before issuing a public statement.

### **If an employee tests positive for COVID-19, do I have to keep the employee on the payroll?**

The [Families First Coronavirus Response Act](#) requires employers to give employees [paid sick leave](#) or expanded family and medical leave for reasons related to COVID-19. Private employers with fewer than 500 employees get tax credits for the cost to give employees paid leave for reasons related to COVID-19.



# What happens if an employee is exposed to COVID-19?

A 14-day quarantine is still the best and most effective way to protect other people from being exposed to the virus. However, having to quarantine for 14 days every time you are exposed to the virus is a concern to many families and employers.

## As we learn more about COVID-19, public health can now provide alternatives for those who may not be able to quarantine for 14 days.

While these alternatives are not the very best way to protect people from the virus, they are based on emerging data and science.<sup>11,12,13,14,15,16,17</sup> The guidelines also balance reducing the burden on individuals and employers against a small possibility of spreading the virus.

The guidance assumes all employers and employees are complying with the state mask requirements, which requires all employees and contractors to wear a face mask while at work.<sup>18</sup>

You can learn more about why this change is being made at <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>.

**This quarantine guidance does not apply to household contacts or congregate care settings (like a long-term care facility or correctional facility). Essential employees may continue to follow the essential employee quarantine guidance found on page 20.**

## Then and now COVID-19 quarantine guidelines for businesses in Utah

Then	Now	What we've learned
Return to work after 14-day quarantine for anyone who was exposed to someone who tested positive to COVID-19.	<p>You may end quarantine if you don't have symptoms:</p> <ul style="list-style-type: none"> <li>• On day 10 without testing.</li> <li>• On day 7 with a negative test result.</li> </ul> <p>Household contacts and those who live or work in a congregate care setting MUST quarantine for 10 days, even if their test result is negative.</p> <p>1. Essential or critical infrastructure employees may continue to follow the essential employee quarantine protocols found on page 20.</p>	<p>Wearing a mask reduces the risk of COVID-19.<sup>19,20,21</sup></p> <p>People with COVID-19 generally develop symptoms 5-6 days after infection.<sup>22</sup> About 75% of people will develop symptoms within 7 days after exposure. About 95% of people will develop symptoms within 12 days after exposure.<sup>23,24,25,26</sup></p> <p>The residual post-quarantine transmission risk after 10 days is estimated to be about 1% with an upper limit of about 10%. The residual post-quarantine transmission risk at 7 days is estimated to be about 5% with an upper limit of about 12%.<sup>27</sup></p>

11 <https://www.medrxiv.org/content/10.1101/2020.08.21.20177808v3>

12 <https://bmjopen.bmj.com/content/10/8/e039652>

13 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7217033/>

14 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7014672/>

15 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7081172/>

16 <https://www.cdc.gov/mmwr/volumes/69/wr/mm6944e1.htm>

17 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7217033/>

18 <https://coronavirus.utah.gov/utah-health-guidance-levels/>

19 <https://pws.byu.edu/covid-19-and-masks>

20 <https://www.pnas.org/content/117/36/21851>

21 <https://jamanetwork.com/journals/jama/fullarticle/2768532>

22 <https://www.who.int/docs/default-source/coronaviruse/who-china-joint-mission-on-covid-19-final-report.pdf>

23 <https://www.acpjournals.org/doi/10.7326/M20-0504>

24 <https://www.cdc.gov/mmwr/volumes/69/wr/mm6913e1.htm>

25 <https://bmjopen.bmj.com/content/10/8/e039652>

26 <https://bmjopen.bmj.com/content/10/8/e039856>

27 <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>

## An employee who is exposed to COVID-19 may end quarantine:



- **On day 10 without testing.** If employees don't have symptoms of COVID-19, they can end quarantine 10 days after the last time they had close contact with the person who tested positive.
- **On day 7 with a negative test result.** Employees can get tested on day 7. Employees can end quarantine if their test is negative and they do not have any symptoms of COVID-19. Employees must wait at least 7 days after their exposure to be tested. The test can be a PCR or rapid antigen test. Employees must continue to quarantine until they get their test results back.

These recommendations DO NOT apply to people who are living with someone who has COVID-19 or congregate care settings (like a long term care facility, correctional facility, or group home).

- If you live with someone who has tested positive for COVID-19, you must quarantine for 10 days, even if you test negative.
- If you live or work in a congregate living setting and were exposed to COVID-19, you must quarantine for 10 days, even if you test negative.
- Long-term care facilities will continue to follow a 14-day quarantine for employees and residents because this is a very high risk environment for spread and severe illness from COVID-19.

**If employees end quarantine early using one of these alternatives, they should watch for symptoms until it has been 14 days after their exposure.** It is important they keep checking for symptoms and take extra safety precautions found on page 11. There is a small chance the employee can still get COVID-19. If employees get symptoms, they should isolate at home, call their healthcare provider, and may need to get tested again.

## If an employee chooses not to be tested after being exposed to COVID-19, how long does he or she have to quarantine?

Employees who were exposed to COVID-19 **at work** and choose NOT to be tested for COVID-19, should quarantine at home for 10 days from the last day of exposure.



## If an employee lives with someone who tests positive for COVID-19, how long does he or she have to quarantine?

Employees who live with someone who tests positive are called a household contact. **Household contacts are at a much higher risk of getting infected with the virus.**

Employees who are a household contact should quarantine for 10 days from the last day of exposure to the person who tested positive. The employee must finish the entire 10-day quarantine, even if they do not have symptoms or test negative. They may not end quarantine before 10 days.



It can be very hard to stay isolated from people who have COVID-19 and live in your home. Employees who are living with a person who tests positive for COVID-19 may have ongoing exposures and may need to quarantine longer than 10 days. Every time a household contact comes into close contact with the person who is positive while they are infectious, his or her quarantine starts over.



## Can an employer require the employee to quarantine for the full 10 days instead of testing out of quarantine after 7 days?

Yes, an employer may require an employee who was exposed to COVID-19 to quarantine for at least 10 days rather than allowing the employee to return to work if they test negative at least 7 days after their exposure.

Public health strongly encourages employers to let their employees quarantine for at least 10 days whenever possible. If an employer is able to, they are encouraged to allow employees to quarantine for the full 14 days. A 14-day quarantine is still the safest option because you can develop COVID-19 up to 14 days after you were exposed to the virus.

## If an employee is not wearing a mask or was wearing only a face shield, how long should he or she quarantine?

These guidelines assume that businesses are enforcing the state mask requirements and all employees are correctly wearing a face mask while at work. The science is clear, masks help to prevent the spread of COVID-19.

Regardless of whether the employee was wearing a mask at the time they were exposed to COVID-19, he or she may end quarantine:

- On day 10 without testing.
- On day 7 with a negative test result.



# What happens if an employee is exposed to COVID-19 more than once?<sup>28</sup>

COVID-19 is spreading in many Utah communities. This means employees may be exposed to COVID-19 many times.

## **If an employee is exposed to COVID-19 again (a new exposure) within 90 days of testing positive for COVID-19.**

Employees who do not have symptoms of COVID-19 do not need to quarantine and may go to work. They do not need to be tested again for COVID-19. They should also follow these guidelines for 14 days from the date of their last exposure:

- Take his or her temperature before work. Check for symptoms of COVID-19 every day.
- Wear a face mask when they are around people they don't live with.
- If the employee gets sick or has symptoms of COVID-19, he or she should isolate for at least 10 days after symptom onset and call a doctor or healthcare provider to determine if he or she should get tested for COVID-19 again. Even if the employee tests negative for COVID-19, he or she needs to take extra safety precautions for 14 days after their exposure.

## **If an employee is exposed to COVID-19 again (a new exposure) and it has been more than 90 days since they tested positive for COVID-19.**

Employees should quarantine. If they get sick or have symptoms while on quarantine, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19 again.

## **If an employee who tested negative before and completed quarantine is exposed to the virus again (a new exposure), he or she should quarantine AGAIN.**

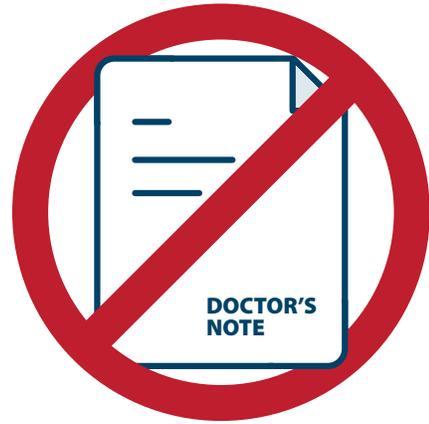
Employees can return to work after they finish their quarantine. If they get sick or have symptoms while quarantined, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19.



<sup>28</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

## Should employees provide proof of a negative COVID-19 test result before returning to work?

Studies show people may test positive long after they are infectious. This means a person who at one time had COVID-19 could still test positive, even though he or she can't spread the virus to other people anymore. This makes it hard for employees who tested positive to know when they can return to work if their employer requires a negative test result. Employees may not have health insurance, access to a healthcare provider, or the financial means to get a doctor's note or a negative test result.



The Utah Department of Health does not recommend employers ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems. If an employee has been told by a public health worker that he or she can end isolation and is feeling well, there is no reason to stay home from work.

Employees who want to return to work before the end of their 10-day quarantine should get tested on day 7 of their quarantine. Employers may require employees to provide proof of a negative COVID-19 test.

Employers do not need a doctor's note to get the tax credits under the [Families First Coronavirus Response Act](#).

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## My employer won't let me come back to work unless I have a letter from the health department saying I am done with isolation or quarantine. What should I do?

You may email the Utah Department of Health contact tracing team at [contact.tracing@utah.gov](mailto:contact.tracing@utah.gov). You may also contact your local health department. You can find a list of the local health departments in Utah at <https://ualhd.org/>.



## Essential or critical infrastructure employees

There are certain situations where employees who have been exposed to COVID-19 may need to keep working until they get sick or have symptoms of COVID-19. These are essential employees with jobs in sectors that are critical to the state being able to get essential services to all Utahns. Essential or critical infrastructure employees work in sectors or industries that we need for public health, safety, and to keep our communities going.

### The 16 essential critical infrastructure sectors:<sup>29</sup>



<sup>29</sup> <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

## What should I do if an essential employee tests positive for COVID-19?

The guidance for what to do if an employee tests positive for COVID-19 is the same for all employees, including essential employees.

If an employee tests positive for COVID-19, he or she should isolate right away. This means the employee needs to stay at home and away from other people as much as possible. The employee should not come to work.

The person who tested positive should isolate until he or she has been:

- Fever-free for 24 hours, and
- His or her respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since he or she first got sick.
- If the person did not have symptoms, he or she should isolate for 10 days from the day he or she was tested.

People who have been in close contact with someone who tests positive for COVID-19 are at an increased risk of getting infected and infecting others. Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for a total of 15 minutes or longer in a 24-hour period. Anyone who was in close contact with the person who tested positive for COVID-19 should quarantine.

You are infectious and can spread the virus to others starting up to 2 days before you first had symptoms until your isolation period is over. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before they were tested. Anyone who came into close contact with you during this time should quarantine.



**For a total of  
15 Minutes**

## What should I do if an essential employee is exposed to someone with COVID-19?

The CDC has exceptions for quarantine for essential employees who have been exposed to COVID-19. This guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.



If you have enough staff to let essential employees quarantine, the employee should not come to work. **Essential employees can continue to work after their exposure as long they don't have symptoms and follow safety precautions to prevent spread of COVID-19.**

## These safety precautions are:

These safety precautions are:

- **Screen the employee for symptoms.** Take the employee's temperature and check for symptoms of COVID-19 before each work shift.
- **Ask the employee to self-monitor for symptoms during their work shift.**
- **The employee must wear a face mask** at all times in the workplace for 14 days after the last exposure. Face masks must be worn correctly, with the employee's nose and mouth covered by the mask. Face shields are not a substitute for a face mask.
- **Send employees home if they become sick while at work.**
- **The employee should stay 6 feet away from other people and practice physical distancing as much as possible** in the workplace. Change workstation layouts to make sure all employees stay at least 6 feet or 2 meters apart.
- **Clean and disinfect all areas** such as offices, bathrooms, common areas, and shared electronic equipment often. Employees who have had a close contact exposure should not share headsets or other objects that may be used by their mouth or nose.
- **Work with maintenance staff to improve ventilation** by increasing air exchanges in rooms.
- **Close common areas like breakrooms** where employees are likely to be in groups. Employees should stagger breaks and not share food or utensils.



Essential employees should act as if they are quarantined in all other areas of their life, with the exception of being allowed to go to work. This means the essential employee should not go to family gatherings, school, religious services, or participate in other activities. The essential employee should stay home and away from other people as much as possible. He or she should take extra safety precautions found on page 11. This is critical to not spread the virus to other people.

If at any time during the 14 days after their exposure an essential employee develops symptoms of COVID-19, he or she should isolate and get tested right away. If the essential employee does not have symptoms, he or she should wait 7 days after they were exposed to get tested. If they test positive, they must isolate right away. This means they are not allowed to come to work until they are no longer infectious.



Critical infrastructure businesses who need assistance with testing employees should reach out to [covidresponse@utah.gov](mailto:covidresponse@utah.gov) for guidance and possible resources.

## Staffing and work schedules for essential or critical infrastructure sectors:

-  Reduce the number of employees at your workplace, if you can. You can protect workers and continue critical operations by bringing back workers in phases, or little-by-little.
-  Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
-  Know which job functions are critical for your business to operate. This will help you make sure that if employees get sick, you have enough workers to keep your business open.
-  Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
-  It is important to know in advance which employees can perform critical job functions. If an employee performs job duties critical to the operation of your business, you will need a skilled and available worker who has not been exposed to COVID-19 to fill in.
-  Try to make special accommodations for employees who are at higher risk for severe illness from COVID-19.

## Scenario example

### An employee is exposed to a coworker who tests positive for COVID-19.



Dave, Tom, and Nate work together.

**Tom tested positive for COVID-19. He must isolate at home.** He can't go to work until he is:

- Fever-free for 24 hours, and
- His respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since he first got sick.
- If Tom did not have symptoms, he should isolate for 10 days from the day he was tested.



**The health department called Tom to find out who he had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.**



**Anyone who lives with Tom should quarantine for 10 days. They can't end quarantine sooner than 10 days even if they test negative.**

This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Tom how long to quarantine and when to get tested.

Tom was at work 2 days before he got sick and tested positive for COVID-19. The health department called Tom's employer to tell them he tested positive for COVID-19.



**Dave was in close contact with Tom while he was infectious at work. Dave should quarantine. He can return to work:**

- After 10 days if he does not get tested.
- After 7 days if he tests negative for COVID-19. He must wait at least 7 days after his exposure to get tested.
- He does not have symptoms.



Dave's family does not have to quarantine UNLESS he tests positive.

Dave should be extra careful and take safety precautions. He can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Dave should follow for 14 days after his exposure, go to page 11.



Nate works in a different area. He has not been in close contact with Tom.

Nate can go to work. He does not need to quarantine. He does not need to get tested for COVID-19 at this time.

## Scenario example

### An employee lives with someone who tests positive for COVID-19.



**Jenny lives with her sister. Jenny's sister tested positive for COVID-19.** Jenny is at a much higher risk of getting infected with the virus because it can be very hard to stay isolated from people who have COVID-19 and live in your home.



**The health department calls Jenny to tell her she is a household contact with someone who tested positive for COVID-19.** This means she is living with someone who tested positive for COVID-19.



**Jenny must quarantine at home for 10 days.** She must finish the 10 day quarantine, even if she tests negative during her quarantine. She can't go to work for at least 10 days.

Jenny should wait 7 days from her exposure to get tested. This lets enough of the virus build up in her body to be detected by the test.



Jenny may need to quarantine longer than 10 days. Every time she is in close contact with her sister while she is infectious, her 10-day quarantine starts over.

Jenny should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Jenny should follow for 14 days after her exposure, go to page 11.

## Scenario example

**An employee has a family member who was exposed to COVID-19 but the employee was not exposed to the person who tested positive.**



**Heather and Erico are married.**



**The health department called Erico to tell him he was exposed to a person who tested positive for COVID-19.** This means he was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.

- Erico must quarantine at home for 10 days. He should wait 7 days from his exposure to get tested. This lets enough of the virus build up in his body to be detected by the test.



**The health department did not call Heather.** Heather was not in close contact with the person who tested positive. She can go to work. She does not need to tell her employer that her husband is quarantined. Heather does not need to quarantine UNLESS Erico tests positive for COVID-19. She does not need to get tested at this time.

## Scenario example

### An employee is exposed to someone who tests positive for COVID-19 in her personal life.



Joelle attended a family gathering and was exposed to someone with COVID-19. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



**Joelle should quarantine at home. She can return to work:**

- **After 10 days if she does not get tested.**
- **After 7 days if she tests negative for COVID-19. She must wait at least 7 days after her exposure to get tested.**
- **She does not have symptoms.**



Joelle's coworkers do not need to quarantine UNLESS she tests positive and was at work while she was infectious.

Joelle should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Joelle should follow for 14 days after her exposure, go to page 11.

## Scenario example

**An employee is exposed to someone who tests positive for COVID-19 but the employee has already had COVID-19 within the last 90 days.**



**Richard tested positive for COVID-19 less than 90 days ago.** After finishing his isolation, he returned to work. A few weeks after returning to work, Richard was exposed to a coworker who tested positive. This means he was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



**Because it has been less than 90 days since Richard tested positive, he does not need to quarantine.** He may go to work. He does not need to be tested again for COVID-19 at this time.



**Richard should follow these guidelines for 14 days from the date of his last exposure:**

- Take his temperature before work. Check for symptoms of COVID-19 every day.
- Wear a face mask at work and when around people he doesn't live with.
- If Richard gets sick or has symptoms of COVID-19, he should isolate for at least 10 days after symptom onset and call a doctor. The doctor will decide if he should get tested for COVID-19 again. Even if Richard tests negative for COVID-19, he needs to take extra precautions for the 14 days.

## Scenario example

**An employee is exposed to someone who tests positive for COVID-19 but the employee has already had COVID-19 more than 90 days ago.**



**Claudia tested positive for COVID-19 more than 90 days ago.** After finishing her isolation, she returned to work. A few weeks after returning to work, Claudia was exposed to a coworker who tested positive. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person who tested positive for a total of 15 minutes or longer.



**Because it has been more than 90 days since Claudia tested positive, she should quarantine. She can return to work:**

- **After 10 days if she does not get tested.**
- **After 7 days if she tests negative for COVID-19. She must wait at least 7 days after her exposure to get tested.**
- **She does not have symptoms.**



Claudia's family does not have to quarantine **UNLESS** she tests positive.

Claudia should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Claudia should follow for 14 days after her exposure, go to page 11.

## Scenario for essential employees only

**An essential employee is exposed to a coworker who tests positive for COVID-19. There is no one else who can do the job of the essential employee who was exposed.**



Joe and Edwin work together and are essential employees.

Joe tested positive for COVID-19. He must isolate at home. He can't go to work until he is:

- Fever-free for 24 hours, and
- His respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since he first got sick.
- If Joe did not have symptoms, he should isolate for 10 days from the day he was tested.



The health department called Joe to find out who he had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.



**Anyone who lives with Joe should quarantine for 10 days. They can't end quarantine sooner than 10 days even if they test negative.**

This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Joe how long to quarantine and when to get tested.

Joe was at work 2 days before he got sick and tested positive for COVID-19. The health department called Joe's employer to tell them he tested positive for COVID-19.



**Edwin was in close contact with Joe while he was infectious at work. There is no one else who can do his job. Edwin's employer gives him permission to follow the essential employee quarantine guidance.**

**Edwin can continue going to work during his quarantine as long as he does not have symptoms of COVID-19.** He should wait 7 days to get tested. This lets enough of the virus build up in his body to be detected by the test.

Edwin's family does not have to quarantine UNLESS he tests positive.

Edwin must be extra careful and take safety precautions. He can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Edwin should follow for 14 days after his exposure, go to page 21.

## Scenario for essential employees only

**An essential employee is exposed to a coworker who tests positive for COVID-19. Other workers can do the job of the essential employee who was exposed.**



**Amelia and Charla work together and are essential employees.**



**Amelia tested positive for COVID-19. She must isolate at home.**

She can't go to work until she is:

- Fever-free for 24 hours, and
- Her respiratory symptoms have improved for 24 hours, and
- It has been at least 10 days since she first got sick.
- If Amelia did not have symptoms, she should isolate for 10 days from the day she was tested.

The health department called Amelia to find out who she had been in close contact with, about 6 feet or 2 meters (about 2 arm lengths) for a total of 15 minutes or longer.



**Anyone who lives with Amelia should quarantine for 10 days. They can't end quarantine sooner than 10 days even if they test negative.** This means the person should stay home and away from other people as much as possible. The health department will tell the people who live with Amelia how long to quarantine and when to get tested.

Amelia was at work 2 days before she got sick and tested positive for COVID-19. The health department called Amelia's employer to tell them she tested positive for COVID-19.



**Charla was in close contact with Amelia while she was infectious at work. Charla's employer is able to find other employees to do Charla's job while she quarantines at home. Charla can return to work**

- **After 10 days if she does not get tested.**
- **After 7 days if she tests negative for COVID-19. She must wait at least 7 days after her exposure to get tested.**
- **She does not have symptoms.**

Charla's family does not have to quarantine UNLESS she tests positive.

Charla should be extra careful and take safety precautions. She can still get sick with COVID-19 or expose others to the virus. For a list of safety precautions Charla should follow for 14 days after her exposure, go to page 21.

# Case investigations and contact tracing

Contact tracing is an important part of how public health responds and stops disease outbreaks. People who have been in close contact with someone who has COVID-19 are more at risk of getting infected and making others sick. Contact tracing is how public health workers find the close contacts of someone who has COVID-19.

When a person tests positive for COVID-19, the health department tries to contact the individual to conduct a case investigation. A **case investigation** is when a public health worker identifies and interviews a person who tested positive about possible exposures to COVID-19. The public health worker will ask where the person has been while they were infectious, when their symptoms started, and who else may have been exposed.

**Contact tracing** happens after a case investigation is done. Contact tracing is how public health finds who else may have been exposed to a virus or disease and then contacts these people to let them know how long they should quarantine. Contact tracing also provides support to individuals who were exposed and who may need other services so they can quarantine.<sup>30</sup>

## Contact tracing process



1 Jane and Dan were at the same birthday party.



2 A few days later, Dan gets symptoms of COVID-19. He gets tested. Dan tests positive for COVID-19.



3 The health department works with Dan to find out the places he has been and who he has spent time with.



4 The health department calls Jane to tell her she may have been exposed to COVID-19. They tell her what she needs to do next.

<sup>30</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/contact-tracing-nonhealthcare-workplaces.html>

## Will the health department call my business or agency if an employee tests positive?

In most cases, yes.

Sometimes an employer may learn about an employee testing positive before the health department. In these cases, the employer should contact the health department.

Sometimes a person may not have given the correct contact information to the testing provider or the person may not be willing to talk with the public health worker. This means the health department may not be able to do a case investigation and find out where the person works and if there is a possible workplace exposure. People who were in close contact with the person who tested positive may not know they were exposed.



## Remember, our goal is to keep your business open and your employees and customers safe.

Quick and coordinated actions with the health department, including case investigation and contact tracing, may lower the need for business closures to prevent the spread of COVID-19. If a public health worker contacts your business, it is very important that you give them the requested information. Staff from the health department may contact you to tell you what your business or agency should do. They will ask for a list of other employees who may have been in close contact with the employee who tested positive. For example, other employees who worked the same shifts as the employee who tested positive or who work in the same area or office space. This helps the health department find other people who may be at risk for COVID-19 quicker. You may get phone calls from staff at the Utah Department of Health or the local health department. Public health works to coordinate efforts, but you may get called more than once.



Working together with the health department can help protect your business from a large outbreak of COVID-19. It will also help stop the spread of COVID-19 and protect your other employees from getting sick. The health department has many tools and resources to help you.



During times of surge, when there are a lot of people testing positive for COVID-19, public health resources get overwhelmed. It may take several days for the health department to contact a person who tested positive and do a case investigation. Health departments may need to stop doing contact tracing. If you know an employee has tested positive for COVID-19, it is critical that you notify other employees who have been exposed right away, even if the health department hasn't contacted your agency or business yet. Do not wait for the health department to call you before telling employees who were exposed that they need to quarantine.

## Is there a law that requires me to give the health department information about employees who may have been exposed to or tested positive for COVID-19?

Yes. COVID-19 is reportable by law, under [Utah Code Annotated § 26-6-1 et seq.](#), [the Utah Communicable Disease Control Act](#), and [Utah Administrative Code R386-702 Communicable Disease Rule](#), to the Utah Department of Health or the local health department in the health district where the individual lives. This means a person's COVID-19 test results must be reported to public health by the provider or testing location where the person was tested. Under [Utah Code §26-6-6\(8\)](#), individuals aware of those with a communicable disease are required to report other possible suspected exposures.



A person's test result is considered private health information and is kept confidential by public health. Public health agencies are allowed, by law, to disclose the name of a person who tested positive to an employer if it is necessary to protect the health and safety of other people. The information that is disclosed by the health department to the employer is strictly confidential and protected under [Utah Code § 26-6-27](#).

If the information is about an employee, [Utah Code § 26-6-27](#) continues to protect the privacy of the information even after it is shared with the employer. The employer must maintain the confidentiality of the employee while acquiring information necessary to assist the health department to contact others who may have been exposed. The employer must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the employer or the health department.

# You may be asked to do your own contact tracing.

Employers should be prepared to help the health department with contact tracing or be able to do contact tracing on their own. It is important that you are prepared for this.

**If you have questions about contact tracing, email the Utah Department of Health Workplace Resources Team at [covidresponse@utah.gov](mailto:covidresponse@utah.gov) or call your local health department. You can find your local health department at <https://ualhd.org/>.**

## **Assign someone to be your COVID-19 point of contact (POC).**

The POC will work with the health department on contact tracing. The POC may also conduct a hazard assessment or help implement prevention and mitigation strategies. The POC will work closely with your company's human resources, legal, medical, and occupational safety, and health departments and should be familiar with company policies that may be applicable should you be asked to do contact tracing in your business.

The POC does not have authority to do everything a public health worker can. For example, the POC will not do case investigations. This is the responsibility of the health department. The POC can limit entry into a workplace by employees based on their employer's fitness-for-duty policies but cannot ask the employee about their activities or close contacts outside of work. This means the POC can ask an employee who reports they have tested positive who they came into close contact with while at work but not in their personal lives.

The POC should also be familiar with:<sup>31</sup>

- Patient confidentiality and how to conduct interviews with an employee who has been exposed or tested positive without violating confidentiality.
- Medical terms and principles such as exposure, infection, infectious period, symptoms of COVID-19, testing options, quarantine, and isolation.
- Crisis counseling and knowing when to refer employees to wrap-around services.
- Cultural or language barriers that might make employees reluctant to provide information or which may make it hard for employees to know what they should do if they are exposed to or test positive for COVID-19.
- Interpersonal communication and interviewing skills so trust can be built with employees.

There are many helpful trainings and resources from the CDC on contact tracing:

- [CDC contact training](#)
- [Case investigation and contact tracing in non-healthcare workplaces: Information for employers](#)
- [Contact tracing and case investigation general training modules](#)

<sup>31</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>



## **The POC will notify employees if they were exposed to COVID-19 at your workplace.**

The POC will only notify people who were exposed to the person who tested positive while at your workplace. This may include other employees, supervisors, contractors, or customers. The POC is not responsible for contacting anyone who was exposed to the employee who tested positive in their personal lives.

- 1** People who are tested for COVID-19 will get their test results from the healthcare provider or testing location where their sample was collected.
- 2** The health department will call anyone who tests positive for COVID-19. It may take a few days for the health department to call the person who tested positive. They will ask the person who he or she may have been in close contact with up to 2 days before he or she got sick or tested positive.
- 3** The health department will notify the POC if an employee tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
- 4** The health department may do the contact tracing. In this case, the health department and POC will work together to notify other employees they were exposed. The POC may be asked to give a list of employees who were exposed to the health department. The POC will also provide contact information for these employees. The health department will notify these individuals and provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
- 5** The health department may ask the employer to do their own contact tracing. In this case, the POC will identify and notify other employees who may have been exposed to the person who tested positive. The POC will provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
- 6** Only employees who came into close contact with the person who tested positive will be notified of a possible exposure.

## How do I protect employee confidentiality during contact tracing?

A person's test result is considered private health information and is kept confidential by public health. Public health agencies are allowed, by law, to disclose the name of a person who tested positive to an employer if it is necessary to protect the health and safety of other people. The information that is disclosed by the health department to an employer is strictly confidential and protected under [Utah Code § 26-6-27](#).



The point of contact (POC) must maintain the confidentiality of the employee while acquiring information necessary to assist the health department to contact others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

The POC must ensure that this information remains confidential and is shared only with those who have a need to know to assist the POC in carrying out the responsibility to notify others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

The POC and employer cannot release the private health information disclosed by public health under any circumstances. This includes the name of the person who tested positive for COVID-19. The POC may need to share the identity of the person who has tested positive for COVID-19 with other personnel to determine the identity of individuals who have been in close contact with the person who has tested positive for COVID-19 and the risk level of those individuals. This must be limited to the least number of personnel as possible and each must be notified that the information is confidential and cannot be redisclosed or shared with anyone else.

An employer may not publicly release the name of an employee who tested positive for COVID-19. However, if an employer chooses, they may disclose that someone at the workplace tested positive for COVID-19, as long as the facts alone or in combination with other information released, do not identify the person.



To protect the privacy of the employee who tested positive, close contacts should only be told they were exposed and that they need to quarantine. They should not be told the name of the person who tested positive or who may have exposed them.

# What does close contact mean?

A close contact exposure means a person was closer than 6 feet or 2 meters (about 2 arm lengths) from someone who tested positive for COVID-19 for a total of 15 minutes or longer within a 24-hour period.<sup>32,33</sup> This is a cumulative total meaning you could have different exposure events throughout the day. For example, you could be closer than 6 feet to the person who tested positive 3 different times in the day for 5-minutes each time, bringing the total time you were in close contact to 15 minutes. You may also have a close contact exposure if:

- You cared for someone at home who is sick with COVID-19.
- You had direct physical contact with the person who has COVID-19 (hugged or kissed them).
- You shared eating or drinking utensils with the person who has COVID-19.
- The person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.



**For a total of  
15 Minutes**



Anyone who was in close contact with a person who has COVID-19 up to 2 days before he or she had symptoms is considered exposed and should quarantine. Even if the person who has COVID-19 did not have any symptoms, he or she is infectious up to 2 days before being tested.



In a work setting, close contact exposure may include:

- Anyone in an office, breakroom, workplace, or facility who was closer than 6 feet or 2 meters in the front, back, or to the side of the person who tested positive for a total of 15 minutes or longer.
- Anyone who rode in a vehicle for 15 minutes or longer with the person who tested positive.
- An employee, patron, or customer who was closer than 6 feet or 2 meters for a total of 15 minutes or longer from the person who tested positive.



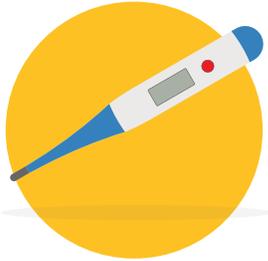
If the health department or employer is unable to determine who was in close contact with the person who tested positive, everyone in the office, breakroom, worksite, vehicle, or facility will be considered exposed and should quarantine.

<sup>32</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<sup>33</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>



For a total of  
15 Minutes



The health department may also consider other things when deciding if someone had a close contact exposure, depending on the situation.<sup>34</sup> These are things we know increase the risk of exposure to COVID-19:

- **Proximity.** This means how close someone was to the person who has COVID-19. The closer you are, the more chance there is for exposure.
- **Duration of exposure.** This means how long you were around the person who has COVID-19. The more time you spend with a person who is infectious, the more chance there is for exposure.
- **Symptoms.** People are most infectious and can spread the virus to others more easily around the time their symptoms begin.
- **Respiratory aerosols.** The chance of exposure increases if the person who has COVID-19 is coughing, singing, shouting, or doing other things that make it easier for respiratory droplets to spread.
- **Environmental factors.** The chance of exposure increases from things like crowded spaces, poor ventilation, and if the exposure happened indoors instead of outdoors.



Wearing cloth face masks or masks at all times during work reduces the risk of COVID-19. However, the use of cloth face masks does not eliminate the risk completely. Because there is still some risk, the CDC considers anyone who had close contact exposed, even if he or she was wearing a mask. This means that anyone who comes into close contact with a person who tested positive for COVID-19 while the person was infectious is considered exposed and should quarantine, even if they were both wearing a cloth face mask or mask.<sup>35</sup>

<sup>34</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

<sup>35</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

## Understanding the date of exposure

The date of exposure is when the person who tested positive for COVID-19 was first considered infectious and could spread the virus to others. This date begins 2 days before the person has symptoms. If the person did not have symptoms, he or she is infectious starting 2 days before the person was tested for COVID-19. Anyone who came into close contact with the person who tested positive from the date of exposure until the person has ended isolation and is no longer considered infectious, is exposed to the virus and should quarantine for 10 days from the day they were exposed. The health department will give the employer the date of exposure. The employer should then notify any employees who were exposed when to start and end quarantine.



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### **It is important to select a POC who can be trusted with confidential information and who has the ability to communicate with employees in a way that builds trust.**

How we talk to someone who has been exposed or tested positive for COVID-19 is important. Using open-ended questions and expressing genuine concern can help build trust with the employee. When an employee feels safe sharing about their experience, he or she is more likely to provide detailed information to the POC or health department which is necessary to stop the spread of the virus.

- Ask open-ended questions.
- Use reflective listening techniques.
- Use culturally and linguistically appropriate language.
- Be emphatic and judgement-free.

### **Questions the point of contact may need to ask to figure out who else was exposed:**

- Does the employee carpool with other employees or ride public transportation to and from work?
- What days, times, and shifts did the employee work while they were infectious? Who else worked during those same shifts?
- Are employees able to physical distance at the workplace?
- What lunch breaks did the employee take? Did the employee stay at the facility for breaks? Is there a designated breakroom where the employee would have gone? Who else was on break at the same time?
- Are there other times during the work day when the employee is in close contact with other employees, patrons, or customers?

An example of what questions the POC might ask a person who was exposed to COVID-19 can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>.

# How long does an employee have to quarantine?



An employee who is exposed to someone with COVID-19 can end quarantine

- **On day 10 without testing.** If employees don't have symptoms of COVID-19, they can end quarantine 10 days after the last time they had close contact with the person who tested positive.
- **On day 7 with a negative test result.** Employees can get tested on day 7. Employees can end quarantine if their test is negative and they do not have any symptoms of COVID-19. Employees must wait at least 7 days after their exposure to be tested. The test can be a PCR or rapid antigen test. Employees must continue to quarantine until they get their test results back.

These recommendations DO NOT apply to people who are living with someone who has COVID-19 or congregate care settings (like a long term care facility, correctional facility, or group home).

- If you live with someone who has tested positive for COVID-19, you must quarantine for 10 days, even if you test negative.
- If you live or work in a congregate living setting and were exposed to COVID-19, you must quarantine for 10 days, even if you test negative.
- Long-term care facilities will continue to follow a 14-day quarantine for employees and residents because this is a very high risk environment for spread and severe illness from COVID-19.

**If employees end quarantine early using one of these alternatives, they should watch for symptoms until it has been 14 days after their exposure.** It is important they keep checking for symptoms and take extra safety precautions found on page 11. There is a small chance the employee can still get COVID-19. If employees get symptoms, they should isolate at home, call their healthcare provider, and may need to get tested again.

It can be very hard to stay isolated from people who have COVID-19 and live in your home. People who are living with a person who tests positive for COVID-19 (called a household contact) may have ongoing exposures and may need to quarantine longer than 10 days. Every time a household contact comes into close contact with the person who is positive while they are infectious, his or her quarantine starts over.



# How to determine when someone can end quarantine?<sup>36</sup>

- The point of contact (POC) will work closely with the health department to find out the last time someone had close contact with the person who tested positive for COVID-19 (last date of exposure).
- The POC will give the person who was exposed the date of last exposure and when the person can return to work.
- If the person who was exposed chooses to be tested, he or she must wait 7 FULL days from the date of last exposure to get tested.
- If the person who was exposed does not get tested or they live with someone who has COVID-19, he or she should quarantine for 10 FULL days.
- People who are living with someone who tests positive for COVID-19 may need to quarantine for longer than 10 days because it may be hard to isolate and not have ongoing exposures.

This may be confusing to some people.

- The next day at the same time (24 hours later) is considered one FULL day.
- Quarantine will end at the same time, 10 days later.
- Every time a person is exposed to someone who is infectious with the virus, their quarantine starts over.



<sup>36</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

# Employees with symptoms of COVID-19 should get tested.

Anyone with symptoms of COVID-19 should isolate, call a healthcare provider, and get tested for COVID-19 right away, even if their symptoms are mild. Testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>.

Some people may be asymptomatic. This means they have no signs or symptoms of the virus but can still spread it to others. Testing may be recommended at work for people without symptoms in certain situations, such as if there is a high rate of spread in a workplace. Testing may also be done if an employee is exposed to someone who tested positive for COVID-19.



If your business has experienced 5 or more employees testing positive within a 2-two week time period, you may qualify for testing resources. Email [covidresponse@utah.gov](mailto:covidresponse@utah.gov) for more information.

## Symptoms of COVID-19:



**Fever**  
(temperature of 100.4°F or 38°C or higher or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



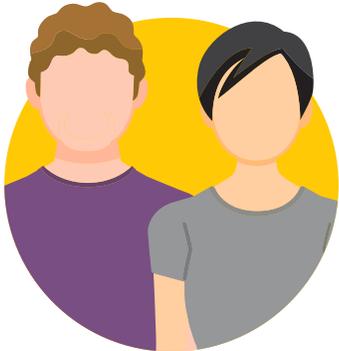
**Sore throat**



**Muscle aches and pains**

Visit the Centers for Disease Control and Prevention (CDC) website to find out other [symptoms](#) that may be associated with COVID-19. The 6 symptoms which are eligible for testing in Utah currently are fever, cough, shortness of breath, decrease in sense of smell or taste, sore throat, and muscle aches or pains.

# Employees who are exposed to COVID-19 should get tested.



Anyone who comes into close contact with someone who tested positive for COVID-19 while they were infectious should quarantine and get tested for COVID-19. Wait 7 days after the exposure to get tested. This lets enough of the virus build up in your body to be detected by the test. Getting tested too soon can result in an inaccurate test result. Testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>.

## Is testing for COVID-19 free?

**Most people will not have to pay for COVID-19 testing.** You should not be asked for payment when you go to a testing location. The [Families First Coronavirus Response Act and subsequent sub-regulatory guidance](#) ensures the cost of getting a COVID-19 test is covered at 100% if you have health insurance and you have a medical reason to be tested. This means you have symptoms of COVID-19, you have had close contact with someone who has COVID-19, or you have a referral from a healthcare professional.

### If you have health insurance:

- You should not be charged for a test no matter what testing site you go to.
- Healthcare providers are required by federal law to post a cash price for COVID-19 tests. This is to inform health insurance companies what to pay if you get tested by a provider that is out-of-network. If you are insured and have been charged for a test, please email the Utah Department of Health at [COVID19TestingCoverage@utah.gov](mailto:COVID19TestingCoverage@utah.gov) or the Utah Insurance Department at [health.uid@utah.gov](mailto:health.uid@utah.gov).
- Your insurance company may require you to have an order from a physician, practitioner, pharmacist, or other authorized health care professional for the cost of your test to be covered. Please check with your individual health insurance company to determine if this is a requirement for coverage. This type of visit or assessment should also be covered at 100%.

### If you have Medicare coverage:

- Medicare will make payment for one diagnostic test per resident/patient without an order from a physician, practitioner, pharmacist, or other authorized health care professional. For more than one COVID-19 test to be covered by Medicare, you will need an order from a doctor or medical provider. This type of visit or assessment should also be covered at 100%.



**If you are tested for a non-medical reason:**

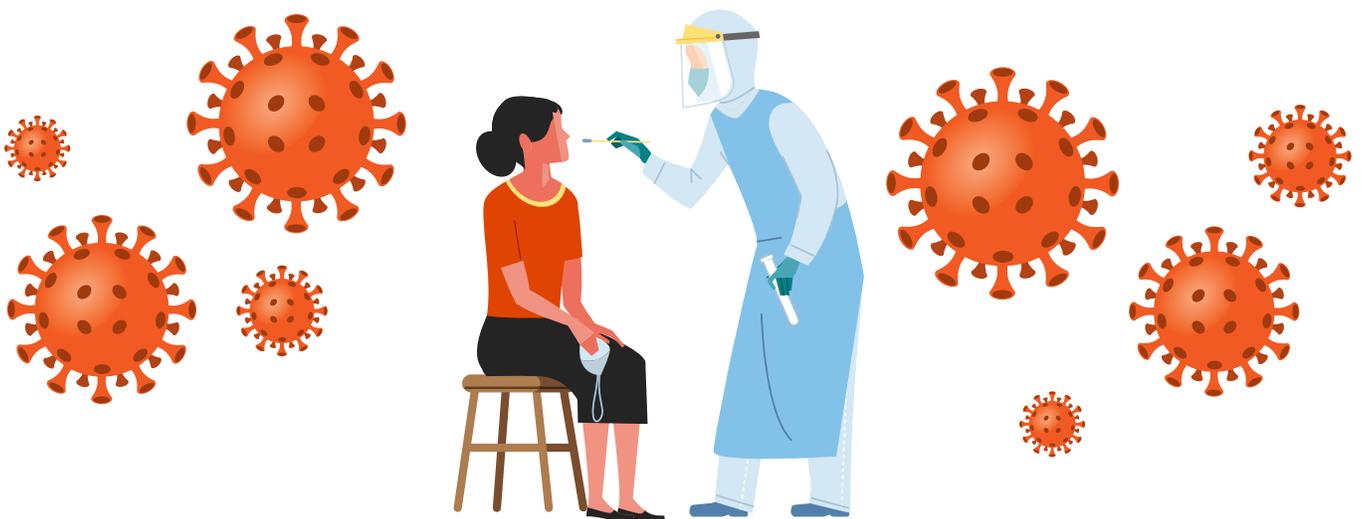
- You may be charged if you are getting tested for employment, travel, or non-medical reasons.
- Your health insurance company may not cover the cost of the test if you are getting tested for a non-medical reason. This includes if you get tested for general workplace health and safety (such as employee ‘return to work’ programs) or public health surveillance. Health insurance may only cover tests used to diagnose or treat you for COVID-19 or another health condition included in the requirements of the Families First Coronavirus Response Act.
- Before you get tested, check with your health insurance company for coverage details.

**If you are uninsured and are a U.S. citizen and a Utah resident:**

- You qualify for COVID-19 testing coverage through Medicaid. You must apply for this program at <https://medicaid.utah.gov/covid-19-uninsured-testing-coverage/>.
- Medicaid COVID-19 testing coverage for the uninsured covers the COVID-19 tests and all testing related services including doctor appointments (both in-person and through telehealth), ER visits, and any services performed in order to diagnose COVID-19, including X-rays, etc. Testing and other services will be paid for back to the date of your services.

**If you are uninsured and do not qualify for the Medicaid option:**

- There are locations that will provide testing free of charge. If you need help finding a location that provides free testing please call the Utah Coronavirus Hotline at 1-800-456-7707 or use the chat feature on the [coronavirus.utah.gov](https://coronavirus.utah.gov) website.



# What are the types of COVID-19 tests?<sup>37</sup>

There are three types of tests related to COVID-19.



**PCR test:** A PCR test tells you if you have COVID-19 right now and could spread it to other people. A PCR test looks for the genetic material of the virus. It is a very accurate test and almost always detects if a person is infected with the virus. PCR tests are processed in a lab and the results can take a few days to get back. PCR tests are usually done by:

- **Nasal or nasopharyngeal swab:** A healthcare worker puts a swab into your nose to collect a sample either just inside your nose or reaching further down your throat.
- **Saliva:** The saliva test is easier to perform, safer for healthcare workers, and more comfortable for the patient. You spit into a cup or tube and your saliva is then tested. The saliva test is as accurate as the swab test.



**Rapid antigen test:** An antigen test looks for proteins found on or within the virus. It tells you if you have COVID-19 right now and could spread it to other people. An antigen test is like a PCR test, where a sample is collected with a nasal or nasopharyngeal swab, but you are able to get the results much quicker. Results take about 15 minutes.

Antigen tests can detect only high amounts of virus and are less sensitive than PCR tests. They work best when someone has symptoms of COVID-19. Antigen tests are most accurate during the first 5-7 days of your illness when your viral load is highest.<sup>38</sup>



You may need to get a PCR test to confirm the results of your antigen test. You should get a PCR test within 24-48 hours after you got your rapid antigen test if:

- You have symptoms of COVID-19 but your rapid antigen test result was negative.
- You do not have symptoms of COVID-19 and were not in close contact with someone who has COVID-19 but your rapid antigen test result was positive.



**Serology or antibody test:** Serology, or antibody tests, may be able to tell if you have ever been exposed to the virus that causes COVID-19. They do not tell you if you are infected with the virus that causes COVID-19 right now and can spread it to other people. Antibody tests should not be used to diagnose current infections. A positive antibody test does not guarantee immunity to COVID-19. A sample of your blood is collected and is used to see if your body has made antibodies to the virus. Your body makes antibodies when it fights an infection. Antibodies in your blood mean, at one time, you were exposed to COVID-19. Antibody tests find these antibodies in your blood and tell you if your immune system has responded to the infection.

<sup>37</sup> <https://www.fda.gov/media/140161/download>

<sup>38</sup> <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antigen-tests-guidelines.html>



## Testing for COVID-19 is most accurate when someone has symptoms.

Testing employees who do not have symptoms or were not exposed to COVID-19 can increase the chance of an inaccurate test result. Getting tested too soon after being exposed to someone with COVID-19 may also increase the chance of an inaccurate test result.

If a person who was exposed to COVID-19 chooses to get tested, he or she should wait at least 7 days after their last exposure to get tested. This lets enough of the virus build up in his or her body to be detected by the test. Getting tested before this time may result in a false negative test result. This means the person tested negative but is really positive and can infect others with COVID-19.

Some testing sites in Utah may not test people who are asymptomatic (this means they do not have symptoms), even if they were exposed to COVID-19. It's always best to call a healthcare provider or testing site first, to make sure you are able to get tested. Testing people who do not have symptoms or who have not had a known exposure to COVID-19 may also place strains on limited testing resources.

The decision about who can be tested for COVID-19 is made by a healthcare provider, the Utah Department of Health, and the health systems in Utah.

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## Should my employees get an antibody test?

Antibodies develop several days after an individual gets infected and the strength of the immune response is highly variable among people. Right now, we know having antibodies to the virus that causes COVID-19 may offer some protection from getting infected again. We don't know how much protection the antibodies may provide or how long this protection will last.<sup>39</sup> **Employers should not require their employees to have an antibody test to come to work.**

Having your employees get antibody testing may be expensive and does not tell you if an employee could spread the virus to other people.

If an employee wants to get an antibody test, he or she will need to ask a healthcare provider to order the test. Antibody tests may also be available through private companies. There may be a cost for this test. If someone tests positive for COVID-19 antibodies, there is a chance that the person could still be infectious. He or she should get a PCR test to know if he or she is infectious right now and can spread the virus to others.

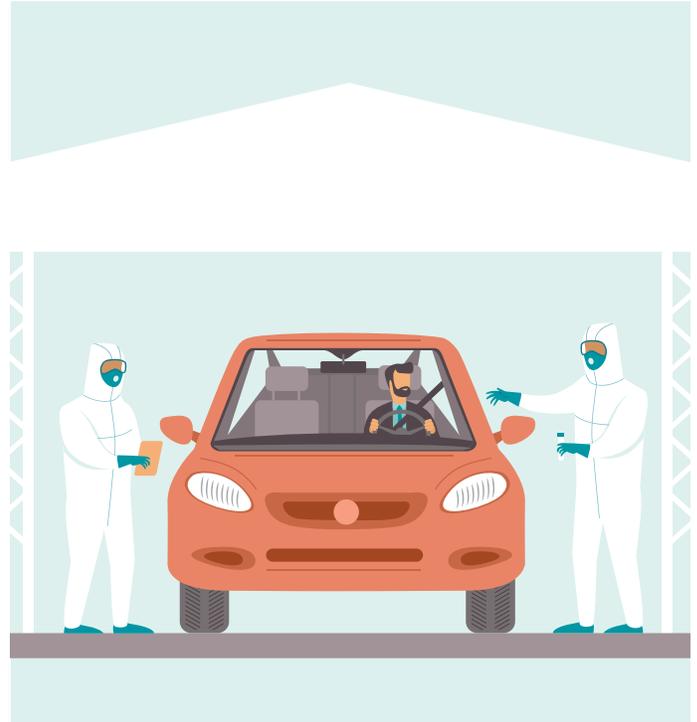


<sup>39</sup> <https://www.cdc.gov/coronavirus/2019-ncov/testing/serology-overview.html>

## Should employees who do not have symptoms get tested for COVID-19?

Testing employees who do not have symptoms of COVID-19 (called asymptomatic testing) or who were not exposed to COVID-19 can increase the chance of an inaccurate test result. It may also give a false sense of security. For example, if an employee who does not have symptoms of COVID-19 was tested, he or she could test negative but then be exposed to COVID-19 later. The employee may not realize he or she needs to be tested again and could spread the virus to other people without knowing it.

The decision about who can be tested for COVID-19 is made by the Utah Department of Health and the health systems in Utah. Asymptomatic employees may seek testing through <https://www.testutah.com>. The State Coronavirus Hotline can also help employees who are asymptomatic find testing options. Employees may call 1-800-456-7707 for help.



## If an employee tests positive for COVID-19, should I ask for a doctor's note before the employee comes back to work?

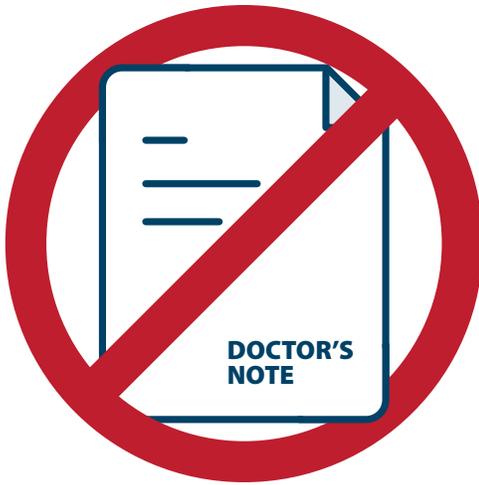
No. If an employee tests positive for COVID-19, the health department will tell the employee how long to isolate. Once employees finish isolation, they can come back to work. They no longer are at risk for spreading the disease.

Studies also show people may test positive long after they are infectious. This means an employee who at one time was sick with COVID-19 could still test positive even though he or she can't spread the virus to other people anymore. This makes it hard for employees to know when they can return to work if their employer requires a negative test result.

**The easiest way to protect your business is to let employees who have symptoms, test positive, or have been exposed to COVID-19 to stay home.** You should not ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems.

Employees may not have health insurance, access to a healthcare provider, or the financial means to get a doctor's note or a negative test result.





## If an employee tests negative for COVID-19, should I ask for a doctor's note before the employee comes back to work?

No. The Utah Department of Health does not recommend employers ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems.

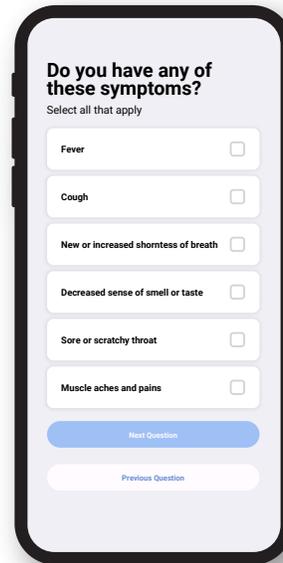
Employees who want to return to work before the end of their 10-day quarantine should get tested on day 7 of their quarantine. Employers may require employees to provide proof of a negative COVID-19 test.

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## Healthy Together app

The Healthy Together app helps you assess your symptoms, find the nearest testing center, and view test results. Employees need to use the same phone number to download the app they used when they got tested. You may want to ask employees and customers to use the app.

Visit <https://coronavirus.utah.gov/healthy-together-app/> for more information about the Healthy Together app.



# Cleaning<sup>40</sup>

The guidance in this section is for regular cleaning of your workplace. **Employers should make policies to protect workers. You should train all cleaning staff on-site before they begin cleaning tasks.**

Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.

## What is the difference between cleaning and disinfecting?



### Cleaning

Cleaning uses soap (or detergent) and water to remove germs, dirt, and impurities from surfaces or objects. Cleaning doesn't usually kill germs, but it lowers their numbers and the risk of spreading infection when you remove them.



### Disinfecting

Disinfecting uses chemicals to kill germs on surfaces or objects. Disinfecting doesn't clean dirty surfaces or objects. It should be done after you clean and remove germs, to kill germs and further lower the risk of spreading infection.

We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room. When you decide how long to close off rooms or areas used by people who were sick before you start disinfecting them, think about:

- The size of the room.
- The ventilation system design. You should know where the supply and exhaust vents are. It is also important to know the flow rate (air changes per hour).

Have an after-hours cleaning and maintenance plan for your workplace.

- Vacuuming, sweeping, curtain cleaning, and brooms can send infected particles back into the air.
- Employees who are responsible for cleaning and maintenance tasks that are not affected by HVAC system operation are at an increased risk of close range exposure and should wear proper PPE, including an N95 mask.<sup>41</sup>

<sup>40</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<sup>41</sup> <https://www.ashrae.org/technical-resources/commercial#general>

## Employers should:



- **Make a plan with staff and employees.** Discuss obstacles to more frequent cleaning and disinfecting and ways to overcome those obstacles.



- **Train staff.** Make sure that cleaning staff, employees, and others who use cleaners and disinfectants read and understand all instruction labels, understand safe and appropriate use, and have and are using the PPE appropriate to the product. Consider providing instructional materials and training in other languages.



- **Develop a schedule for increased, routine cleaning and disinfection.** Modify your standard procedures to accommodate more frequent cleaning and disinfection. Focus cleaning and disinfection on surfaces and objects that are touched often (doorknobs, light switches, classroom sink handles, countertops) and shared items between uses.



Cleaning and disinfection products should not be used by children or near children, and employees should make sure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

## Cleaning tips for employees



### What should I clean?

Clean and disinfect surfaces and objects at your workplace that are touched often. Follow the recommendations in this section for the types of cleaners and disinfectants you should use on different surfaces.

Examples of some of the surfaces that may be touched often:

- Door handles and knobs
- Tables and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Sinks and surrounding areas
- Counter tops
- Shared electronics such as cash registers or printers
- Utensils and serving utensils



### When should I clean?

Clean and disinfect surfaces and objects that are touched often at least daily or between use by different employees or customers. Limit the use of shared objects when possible, or clean and disinfect between use.

Times you may want to clean or disinfect:

- In the morning before customers arrive
- Between work shifts
- Between use of shared surfaces or objects
- Before and after food service
- Before employees return from breaks
- After customers leave for the day



These cleaning guidelines are for community, non-healthcare facilities such as:

- Schools
- Institutions of higher education
- Offices
- Child care centers
- Businesses
- Community centers that do, and do not, house persons overnight

## Cleaning products

Cleaning staff and others should clean hands often. Employees should wash their hands with soap and water right away after they take off gloves or have contact with someone who is sick. If you do not have soap and water and your hands do not look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.



Call the Utah Poison Control Center if you have questions about exposures to cleaning products.

- To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are the right ones for the surface. Disinfectants are important to reduce the spread of COVID-19. Do not overuse or stockpile disinfectants or other supplies. This can cause shortages of products needed in critical situations.
- Employers must follow OSHA standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).
- Most common EPA-registered household disinfectants can be used to fight COVID-19.
- A list of EPA-approved products for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Always follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time, etc.
- Always read and follow the directions on the label to make sure you are safe and using the products correctly.
- Wear gloves and consider wearing eye protection in case chemicals splash.
- Make sure there is enough ventilation in the room when you are using chemicals.
- Only use the amount recommended on the label.
- If you are diluting chemicals, use water that is room temperature (unless it says something different on the label).
- Do not mix chemicals.
- Put a label on diluted cleaning solutions.
- Store and use chemicals out of the reach of children and pets.
- You should never eat, drink, breathe, or inject these products into your body or put them directly on your skin. They can cause serious harm. Do not wipe or bathe pets with these, or any other products that are not approved for animal use. You can also use diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) to fight COVID-19.
- Check to make sure bleach can be used on the surface before you use it.
- Follow the manufacturer's instructions to apply a bleach solution.
- Make sure it stays on the surface for at least 1 minute.
- Always make sure there is enough ventilation during and after using bleach solutions.
- Check to make sure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that could be very dangerous to breathe in.

If EPA-approved disinfectants are in short supply, you can use a bleach solution. Household bleach that is not expired will be effective against coronaviruses when it is properly diluted. Bleach solutions will be effective for disinfection up to 24 hours. You can make a bleach solution by mixing:

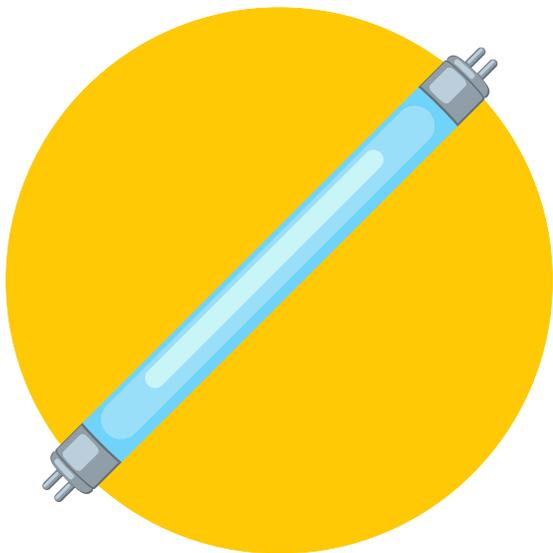
- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water.



## Disinfectants

Some surfaces only need to be cleaned with soap and water. If surfaces aren't touched often, you can just clean them with soap and water and don't need to disinfect them. For more information about cleaning and disinfecting, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

- Do not apply disinfectants to items used by children, especially items they might put in their mouths. Many disinfectants can be harmful if they are swallowed.
- In a household setting, you can usually just clean toys with soap and water. For more information about cleaning and disinfecting toys and surfaces in a childcare setting, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.
- Employees or companies who have specialized training and equipment may be required to apply certain disinfectants such as fumigants and fogs.



## Alternative disinfection methods:

We do not know how effective alternative disinfection methods are against COVID-19, such as ultrasonic waves, high intensity UV radiation, and LED blue light. The EPA does not routinely review these, so they cannot confirm whether they are effective against COVID-19. The CDC only recommends the use of [EPA-recommended disinfectants](#) against the virus that causes COVID-19.

- The CDC does not recommend using a sanitizing tunnel. There is no evidence they are effective to reduce the spread of COVID. The chemicals used in these tunnels can cause eye, skin, or respiratory irritation or damage.

## How to clean hard surfaces

Increase how often you clean surfaces and shared objects that are touched often (such as workstations, keyboards, telephones, handrails, and doorknobs). This will reduce the risk of cross contamination.

For example, clean before and after work or before and after staff use shared objects.

- Clean dirty surfaces with soap and water before you disinfect them.
- Always wear gloves and gowns recommended for the type of chemicals you use.
- You may need to wear extra PPE to clean and disinfect. This will depend on the product you are using and if there is enough ventilation in the place you are cleaning. Always follow the manufacturer's instructions for each product you use.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



## How to clean soft (porous) surfaces

Move or remove as many items as you can that are touched often or have contact with many people. You may want to remove soft and porous items such as area rugs and seating. These types of items are difficult to clean and disinfect. It may be easier to store these types of items during the pandemic. There are a limited number of EPA-approved products for soft and porous materials.

When you clean soft (porous) surfaces like carpeted floor, rugs, and drapes, remove anything you can see that is dirty or might contaminate it. Vacuum before you use any type of cleaner. You can then use a cleaner meant for this type of surface.

### After you clean:

- If the items can be washed in a washing machine, follow the manufacturer's instructions to wash them. Use the warmest water setting you can for the items. Dry the items all the way.
- If items can't be washed in a washing machine, clean the surface with soap and water or use products made for porous surfaces that are EPA-approved for use against the virus that causes COVID-19.
- Soft and porous materials that are not touched often should only be cleaned or laundered.

## How to clean electronics

When you clean electronics like tablets, touch screens, keyboards, remote controls, and ATM machines, remove anything you can see that is dirty or might contaminate it.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- You may want to use wipeable covers for electronics.
- If you don't have the manufacturer's instructions, you may want to use alcohol based wipes or sprays that have at least 70% alcohol to disinfect touch screens. Make sure you dry surfaces very well so liquids don't pool.



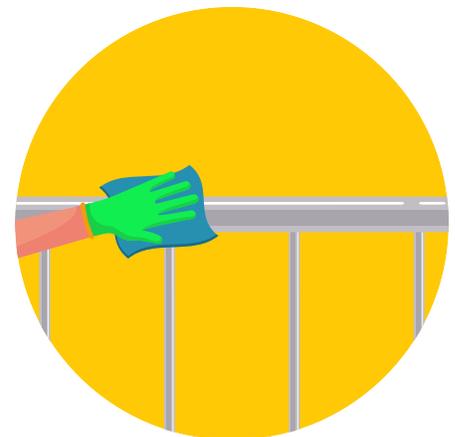
## Cleaning linens, clothes, or other items that go in the laundry

- Do not shake dirty laundry. You do not want to spread the virus in the air.
- Use the manufacturer's instructions when you wash items. Wash items on the warmest water setting you can use for the items. Dry them all the way. You can wash dirty laundry from someone who was sick with other people's items.
- Clean and disinfect hampers or other carts used to carry laundry. Follow the manufacturer's instructions or use the cleaning recommendations for the type of surface.

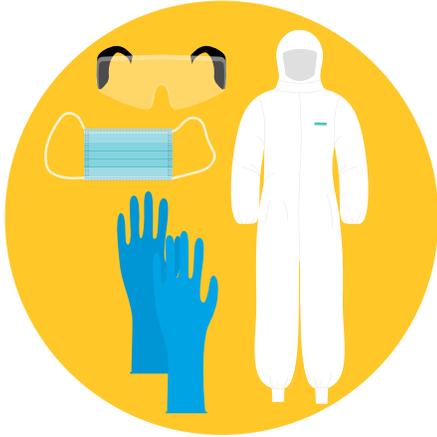
## How to clean outdoor areas

Do your regular cleaning on these areas. You do not need to disinfect them.

- Do not spray disinfectant on outdoor equipment. This is not a good use of your supplies because disinfecting outdoor equipment is not proven to reduce the risk of COVID-19.
- Clean high-touch surfaces made of plastic or metal often (grab bars, railings).
- You do not need to clean and disinfect wooden surfaces (play structures, benches, tables) or ground covers (mulch, sand).
- You should not disinfect sidewalks and roads. Spread of COVID-19 from these surfaces is very low.

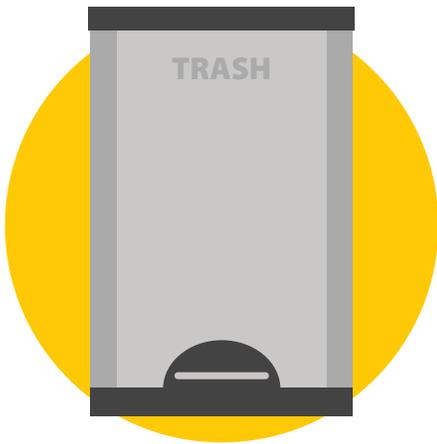


## Personal protective equipment (PPE) for cleaning staff



You should consider the safety of employees who perform custodial or other cleaning and disinfecting tasks. These employees are at an increased risk of being exposed to the virus and toxic effects of chemicals.

- To protect your employees, train them to use PPE and chemicals correctly.
- Cleaning employees should wear disposable gloves and gowns for all of their tasks in the cleaning process. This includes when they handle trash.
- You should have gloves and gowns that can be used with the disinfectant products you are using.
- You may need to have extra PPE, depending on the type of cleaning or disinfectant products you use. For example, you may need eye protection if there is a risk of cleaning products splashing into your eyes.
- Be careful when you take off gloves and gowns. You don't want to come into contact with any germs or spread them into the air. Wash your hands right away with soap and water for 20 seconds after you take off your gloves.
- If you don't have a gown, you can wear coveralls, an apron, or a work uniform when you clean and disinfect. If you are wearing reusable (washable) clothes, wash it after you wear it. Wash your hands after you touch dirty laundry.
- Take off your gloves after you clean a room or an area where sick people have been. Wash your hands right away after you take off your gloves.
- Tell your supervisor right away if something happens to your PPE, like a tear in your gloves or something else that could expose you to COVID-19.
- Wash your hands often for 20 seconds with soap and water. If you don't have soap and water and your hands don't look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.
- Use good hygiene at work and home. Wash your hands often. Try not to touch your eyes, nose, or mouth with unwashed hands.



# Cleaning after a positive case of COVID-19<sup>42</sup>

You usually do not need to close your entire business for a single case of COVID-19. You should consider community spread, how much contact the person with COVID-19 had with others, as and when the contact took place. These things should also be considered when you decide how long a workplace, or part of the workplace, stays closed. Employers should work with local health officials to determine if temporarily closing the building is necessary.

You should wait 24 hours before you clean and disinfect. This reduces the chance for other employees to be exposed to respiratory droplets.

If you can't wait 24 hours, wait as long as possible. Open outside doors and windows to increase air circulation in these areas during this waiting period.



Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.

We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room. When you decide how long to close off rooms or areas used by people who were sick before you start disinfecting them, think about:

- The size of the room.
- The ventilation system design. You should know where the supply and exhaust vents are. It is also important to know the flow rate (air changes per hour).

Have an after-hours cleaning and maintenance plan for your business.

- Vacuuming, sweeping, curtain cleaning, and brooms can send infected particles back into the air.
- Employees who are responsible for cleaning and maintenance tasks that are not affected by HVAC system operation are at an increased risk of close range exposure and should wear proper PPE, including an N95 mask.<sup>43</sup>



<sup>42</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<sup>43</sup> <https://www.ashrae.org/technical-resources/commercial#general>

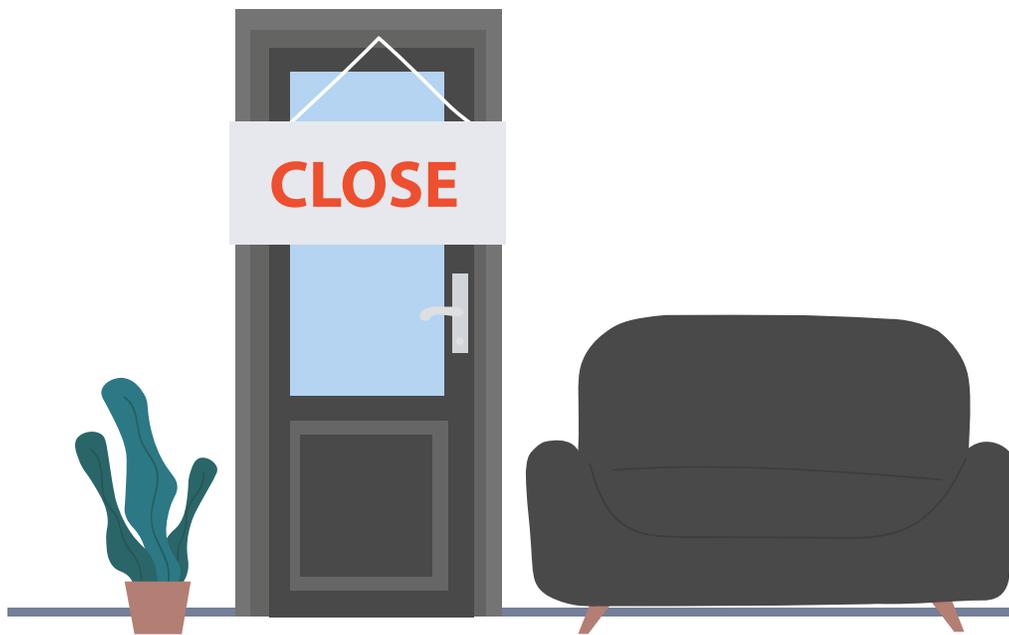


These cleaning guidelines are for community, non-healthcare facilities such as:

- Schools
- Institutions of higher education
- Offices
- Child care centers
- Businesses
- Community centers that do, and do not, house persons overnight

These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others who have specific cleaning guidance.

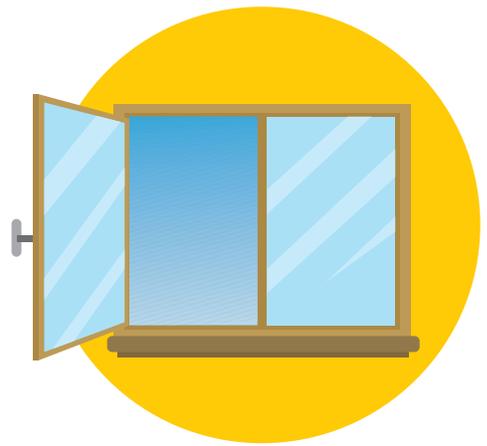
Number of days since the sick employee was at the workplace	What to do
<b>Fewer than 7 days</b>	Close off all areas used for long periods of time by the person who is sick.  Wait 24 hours before you start to clean and disinfect.
<b>7 days or more</b>	You do not need to do extra cleaning and disinfection.  Just do your regular cleaning and disinfecting of all high-touch surfaces at the workplace.



## At a school, child care center, office, or other facility that does not house people overnight:

- Close off areas visited by the person who was sick. You do not necessarily need to shut down your school if you can close off the affected area.
- Open outside doors and windows.
- Turn off in-room, window-mounted, or on-wall recirculation HVAC temporarily, to keep from contaminating HVAC units.
- Do NOT deactivate central HVAC systems. These systems introduce outdoor air into the areas and provide better filtration.
- Turn off room fans and the central HVAC system that services the room or space temporarily, so that particles that escape when you are vacuuming do not spread throughout the facility.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Clean soft or porous surfaces such as carpeted floors or rugs with the recommended detergents or cleaners for these surfaces.
  - After the surfaces are cleaned, disinfect with an EPA-approved disinfectant.
  - Soft and porous materials, like carpet, are not as easy to disinfect as hard surfaces. There are a limited number of EPA-approved disinfectants for these surfaces. For more information about approved disinfectants, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.
  - If a vacuum should not be used when the surface is wet, you need to make sure to allow enough time for the surface to dry.
  - Wear disposable gloves to clean and disinfect.
- People who have asthma should not be present when you clean or disinfect. This can trigger asthma attacks or exacerbations.
- Cleaning staff should clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the person who is sick, focusing on frequently touched surfaces.
- Areas can be reopened once they have been cleaned and disinfected.
- Workers who did not have close contact with the person who was sick can return to work after the area has been disinfected.

**DO NOT ENTER**



## At a facility that does house people overnight:

- You should work with state and local health officials to isolate people who are sick and provide temporary housing as needed. Follow the [Interim Guidance for US Institutions of Higher Education](#).
- Close off areas visited by the person who is sick. You do not necessarily need to shut down your business if you can close off the affected area.
- Open outside doors and windows.
- Turn off in-room, window-mounted, or on-wall recirculation HVAC temporarily, to keep from contaminating HVAC units.
- Do NOT deactivate central HVAC systems. These systems introduce outdoor air into the areas and provide better filtration.
- Turn off room fans and the central HVAC system that services the room or space temporarily, so that particles that escape when you are vacuuming do not spread throughout the facility.
- Do not vacuum a room or space that has people in it. Wait to vacuum until the room or space is empty, such as at night for common spaces, or during the day for private rooms.
  - Clean soft or porous surfaces such as carpeted floors or rugs with the recommended detergents or cleaners for these surfaces.
  - After the surfaces are cleaned, disinfect with an EPA-approved disinfectant.
  - Soft and porous materials, like carpet, are not as easy to disinfect as hard surfaces. There are a limited number of EPA-approved disinfectants for these surfaces. For more information about approved disinfectants, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.
  - If a vacuum should not be used when the surface is wet, you need to make sure to allow enough time for the surface to dry.
- Wear disposable gloves to clean and disinfect.
- People who have asthma should not be present when you clean or disinfect. This can trigger asthma attacks or exacerbations.

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## In areas where people who are sick are being housed in isolation, follow the [CDC Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#).

- Focus on cleaning and disinfecting common areas where staff or other people who provide services may come into contact with people who are sick.
- You should reduce how often you clean and disinfect the bedrooms and bathrooms used by people who are sick. Only clean and disinfect these spaces as-needed.
- Clean and disinfect as normal in areas people who are sick have visited or used. You do not need to do any extra cleaning and disinfection if it has been more than 7 days since the person with COVID-19 visited or used the area.
- Areas can be reopened once they have been cleaned and disinfected.
- Workers who did not have close contact with the person who was sick can return to work after the area has been disinfected.



# Protect your operations

This manual provides public health recommendations that will help make workplace safer, but they will not eliminate the risk of COVID-19 completely. Workplace cannot stop the spread of COVID-19 alone. Communities which have a lot of COVID-19 spread will also see outbreaks in workplaces. It is critical for communities, families, and individuals to take necessary measures to lower the spread of COVID-19. If we all follow as many of the recommendations as we can, it will greatly reduce the risk of COVID-19 spreading in our businesses.<sup>44,45</sup>

Make sure your policies follow public health guidance, as well as state and federal labor laws.

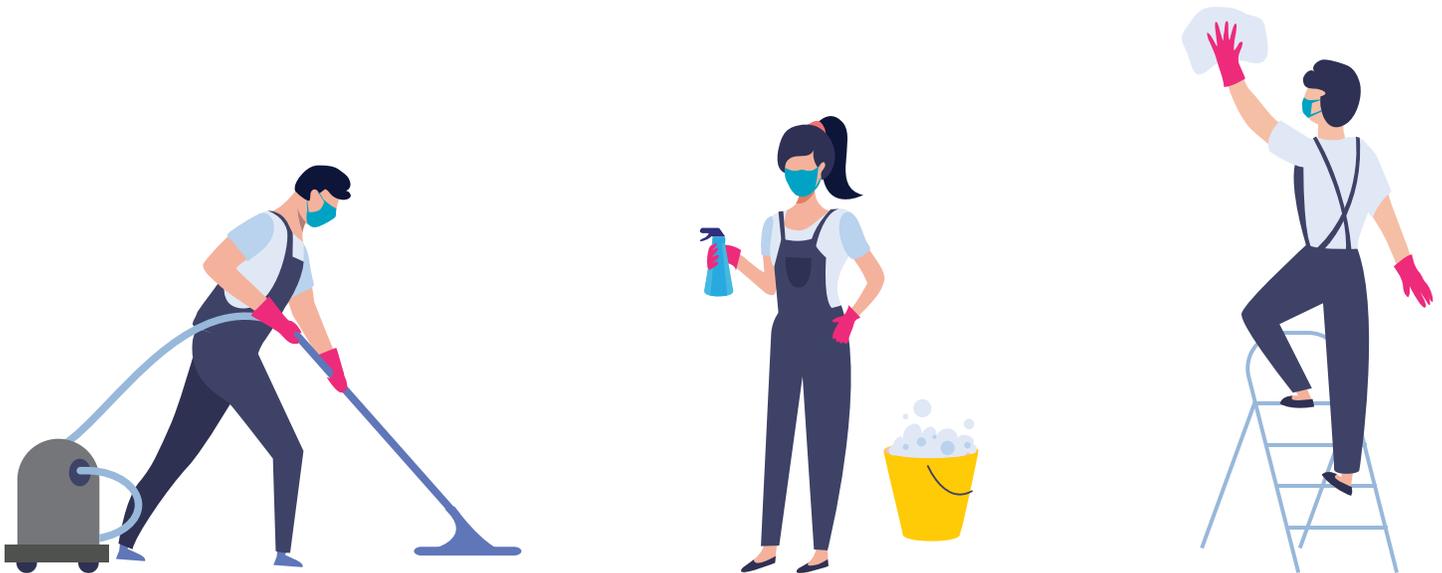
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## Prepare your workplace or business for operation.

Custodians and maintenance employees should be the first employees back in your building after a business closure. Allow plenty of time for them to prepare the building before you allow other employees to return.

The CDC uses a list of things you can do to lower the risk to employees. This list is called the [hierarchy of controls](#).<sup>46</sup> They are listed from the best ways you can control and stop the spread of COVID-19, to the ways that are least effective. Use a combination of these controls to best protect your business. Some of these include engineering controls (ventilation and how you set up the spaces in your business and workspaces), policies for your workplace, and personal protective equipment (PPE).

Your hazard assessment will tell you what kind of COVID-19 workplace hazards you have, or may get. This will help you decide what to do to lower the risk, or what type of PPE are needed for specific job duties.



44 <https://pws.byu.edu/making-sense-of-the-research-on-covid-19-and-school-reopenings>

45 <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

46 <https://www.cdc.gov/niosh/topics/hierarchy/default.html>

# Engineering and ventilation controls<sup>47</sup>

**You may want to improve the engineering controls using the building ventilation system. It is a good idea to work with an HVAC professional who knows the best way to improve ventilation for local environmental conditions and spread in the community.**

- ✓ Increase the percentage of outdoor air to as high as 100% as possible with the HVAC system capabilities (such as using economizer modes). You will need to verify to make sure the HVAC system is compatible for both temperature and humidity, as well as indoor and outdoor air quality. If you have fewer people in the building, this increases the effective dilution ventilation per person.
- ✓ Increase total airflow supply to occupied spaces, if possible.

**Make sure ventilation systems are working properly.**

- ✓ Disable demand-controlled ventilation (DCV) that reduces air supply based on temperature or occupancy.
- ✓ Consider using natural ventilation (open windows if it is safe and possible to do so) to allow outdoor air to dilute the indoor air.
- ✓ Increase air filtration to as high as possible without weakening the design airflow.
- ✓ Check filters to make sure they are within service life and have been installed correctly. Inspect the filter housing racks to make sure the filter fits correctly and check for ways to minimize filter bypass.
- ✓ Consider running the HVAC system at maximum outside airflow for 2 hours before and after areas are occupied, according to the [industry standards](#).
- ✓ Keep systems running for longer hours. It is best to run them all the time if you can (24 hours a day, 7 days a week). This makes the air exchanges in the building space better.
- ✓ Generate clean-to-less-clean air movements. Re-evaluate how supply and exhaust air diffusers are positioned. Adjust the zone supply and exhaust flow rates to establish measurable pressure differentials.
- ✓ Have employees work in “clean” ventilation zones and out of higher risk areas, such as visitor reception or exercise facilities.
- ✓ Consider using a portable HEPA fan or filtration system to help clean the air, especially in higher-risk areas.
- ✓ Consider using [ultraviolet germicidal irradiation \(UVGI\)](#) as another way to get rid of potential airborne virus in the [upper room](#) air of common areas.
- ✓ Post warning signs if exhaust outlets are near pedestrian areas; consider diverting to avoid them.

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Some of these recommendations are from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Learn more about ASHRAE guidelines at <https://www.ashrae.org/>.

<sup>47</sup> <https://www.ashrae.org/>



## Protect your building water system and devices after a long shutdown:

If you had to shut down your building for a long time, there are steps you need to take before you reopen. The CDC Guidance for Building Water Systems has 8 steps you should take before you reopen your business or building. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

## Recommendations for specific areas and spaces at your workplace:

Make sure you know where the supply and return outlet locations are for these spaces and that there won't be long time periods where people are exposed to air flow from the face of one person to another. For more information, visit

<https://www.ashrae.org/technical-resources/commercial#general>

[https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings\\_GuidanceDocument.pdf](https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf)



### Lobby:

- Pressurized lobby to outside.
- Label entrance and exit doors for one-way traffic.

## Elevator and escalators:

- Ask riders to wear face masks and minimize talking.
- Limit riders for physical distancing and face away from each other. Place decals inside the elevator to show riders where to stand, if needed.
- Consider having elevators stop at every floor in low-rise buildings.
- Turn on elevator cab (lift) ventilation fans, when possible.
- Ask people to take the stairs, if possible. This is very helpful when elevator lobbies are crowded.
- Post signs to remind people to physical distance.
- Allow elevators to run at high speed to reduce time in elevators.
- Consider installing a touchless call button.
- Consider a portable air cleaner with HEPA filter in the elevator for vulnerable riders.
- Use floor markings in elevator lobbies and near the entrance to escalators to remind people to physical distance.
- Consider leaving steps empty between passengers on escalators, if possible.
- Post signs to remind people not to touch surfaces. They should use an object (such as a pen cap) or their knuckle to push elevator buttons.
- Ask elevator and escalator riders to wash their hands and not touch their face after holding on to handrails or touching buttons.





## Stairs:

- Consider one-way traffic if there are more than 2 stairs.
- Turn on fans or stairwell pressurization, if possible.
- Open windows to outside, if possible and outside conditions allow.
- Consider portable air cleaners.

## Toilet:

- Consider installing an occupancy sensor, if possible.
- Add a lid to the toilet and ask people to put the lid on before they flush.



## Conference room or private office:

- Keep doors open to allow air movement. If doors must be closed, consider a portable air cleaner or return fan to ceiling plenum.

## Atrium:

- All air handling systems that connect to an atrium should have similar measures.
- Review impact of stack effect.

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## Other recommendations or areas to review:

- Keep dry bulb temperatures within the comfort ranges indicated in [ANSI/ASHRAE Standard 55-2017](#). You should try to keep them at the higher end of the dry bulb temperatures.
- Keep relative humidity between 40% and 60%, if possible. This can reduce how long the virus lives. You may need to watch for the possibility of issues with indoor condensation.
- Do not open windows if outdoor air quality is not healthy or increase ventilation without using the proper filters. For more information, visit [ANSI/ASHRAE Standards 62.1-2019](#).
- Check outside air intake often to make sure there is not a potential risk.
- Check the air intake location for any obstruction, or less than 10' above ground.
- Check the nearby exhaust for other contaminants.

# Sick leave

The easiest way to protect your business is to ask sick employees to stay home. Employees should stay home if they have symptoms of COVID-19, are waiting for test results, have tested positive, or have been exposed and asked to quarantine. Many employees are scared to take time off if they are sick for fear of losing their job or income while they get better. Employees may also be scared to tell their employer if someone in their home has tested positive for COVID-19 or if they have come in close contact with someone who has tested positive.

You should not ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems. In order to receive quarantine documentation for FFCRA reimbursement, email [contact.tracing@utah.gov](mailto:contact.tracing@utah.gov).

The [Families First Coronavirus Response Act \(FFCRA\)](#) requires employers to give employees emergency [paid sick leave](#) or expanded family and medical leave for reasons related to COVID-19. Private employers with fewer than 500 employees get tax credits for the cost to give employees paid leave for reasons related to COVID-19. Keep in mind this emergency leave is in addition to any paid sick leave your company already offers. You can't reduce the benefits in the policy you have because of the law.

You may want to create a form or template for employees to fill out if they need to isolate or quarantine for COVID-19. This form should include all of the information you will need to get the FFCRA tax credits for your business.



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## Symptoms of COVID-19:



### Fever

(temperature of 100.4°F or 38°C or higher or feeling feverish)



### Cough



### Shortness of breath



### Decrease in sense of smell or taste



### Sore throat



### Muscle aches and pains

Generally, the [FFCRA](#) says employees of covered employers are eligible for:

Reason for paid sick leave	Covered hours of paid sick leave	Covered rate of pay	Documentation needed for FFCRA tax credit
The employee is unable to work because the employee is quarantined or isolated due to COVID-19.	Up to 80 hours	Employee's regular rate of pay	A statement from the employee that says he or she has symptoms of COVID-19 and will get medical treatment.  <b>The statement should include:</b> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Date of birth</li> <li>• Social security or work residency number</li> <li>• Rate of pay</li> </ul>
The employee is unable to work because he or she has to care for someone who is quarantined for COVID-19.  <b>Or</b>  The employee has to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.	Up to 80 hours of paid sick leave	Two-thirds (2/3) the employee's regular rate of pay	A statement from the employee that says he or she is unable to work because he or she must provide care for someone who is quarantined.  <b>The statement must include:</b> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Employee's date of birth</li> <li>• Employee's social security number or work residency number</li> <li>• Full name of the person the employee is taking care of</li> <li>• The date of birth of the person the employee is taking care of</li> <li>• The employee's relationship to the person he or she is taking care of</li> <li>• Name of the government entity or healthcare provider that required the quarantine.</li> </ul>
An employee, who has been employed for at least 30 calendar days, is unable to work because he or she has to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.	Up to an additional 10 weeks of paid expanded family and medical leave	Two-thirds (2/3) the employee's regular rate of pay	A statement from the employee that says he or she is unable to work because he or she must provide care for children whose school or childcare center is closed due to COVID-19 related reasons.  The statement must say that no other person will be providing care for the period the employee is receiving EFMLEA.  If the child is over the age of 14, the employee must also state there are special circumstances requiring the employee to provide care.  <b>The statement must include:</b> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Employee's date of birth</li> <li>• Employee's social security number or work residency number</li> <li>• Full name of the children the employee is taking care of</li> <li>• The dates of birth of the children the employee is taking care of</li> <li>• The employee's relationship to the children he or she is taking care of</li> <li>• The name of the school, care center, or childcare provider that is unavailable for COVID-19 reasons.</li> </ul>



**Do the requirements and benefits provided for in the Families First Coronavirus Response Act (FFCRA) apply to you?**

The U.S. Department of Labor has an easy-to-use online tool to determine:

- If an employee qualifies for paid sick leave or paid expanded family and medical leave.
- If an employer must provide paid sick leave or paid expanded family and medical leave.

This tool may be found at <https://www.dol.gov/agencies/whd/ffcra/benefits-eligibility-webtool>.

You may also find helpful questions and answers about the FFCRA at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

# What if I don't have the resources to pay my employees to stay home until I get a tax credit from the FFCRA?

**If you have less than 50 employees, you may qualify for the COVID-19 Small Business Quarantined Employee Grant.**

The COVID-19 Small Business Quarantined Employee Grant program is a \$2,000,000 grant program administered by the Utah Labor Commission. It uses federal CARES Act funds as part of Utah's response to the coronavirus pandemic. The program provides reimbursement to small businesses with less than 50 employees that maintain salaries for employees required to quarantine or isolate due to COVID-19. You can learn more and apply for the grant program at <https://laborcommission.utah.gov/small-business-quarantined-employee-grant>.

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## If you offer sick leave

During the pandemic, make sure you have sick leave policies in place to protect all of your employees. If someone comes to work sick, he or she could spread illness to other employees. Make employees stay home when they are sick to prevent the spread of COVID-19 to others.

- Review your sick leave and human resource policies. It is a good idea to add in a section about sick leave for reasons related to COVID-19.
  - It is important to make sure employees understand sick leave policies so they don't come to work sick.
  - Your policies should give employees the leave they need to quarantine or isolate.
  - Sick leave policies should let employees stay home to care for a sick family member or take care of children if school or childcare is closed.
  - During the pandemic, you may want to give advances on future sick leave and allow employees to donate sick leave to each other.
- 

## If you do not offer sick leave to some or all of your employees

If you do not offer sick leave to some or all of your employees, you may want to make a non-punitive "emergency sick leave" policy. This means your policy should not punish employees for taking leave for reasons related to COVID-19.

If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. You may want to ask them to use non-punitive leave policies.

## A good example of a non-punitive emergency sick leave policy

An employer does not offer sick leave, but employees earn a certain amount of paid time off each pay period. The amount of paid time off is based on the hours they work each pay period. An employee tests positive for COVID-19 and must isolate at home. The employer lets the employee keep earning paid time off while the employee is on isolation, even though the employee is not working. **A policy like this makes it more likely employees will stay home when they are sick, and not spread the virus to other employees.**

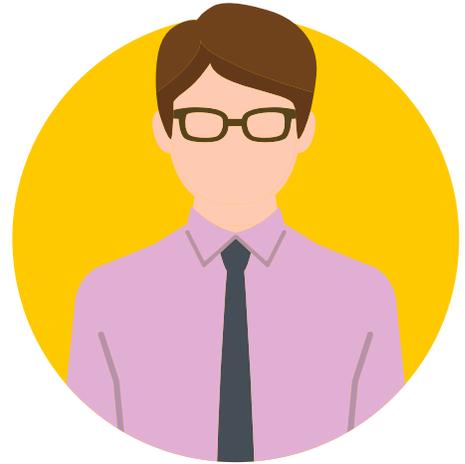


# Staffing and work schedules

Making sure your business has enough workers to stay open if employees get sick is one of the hardest parts of making a COVID-19 response plan for your business. This is especially true for small businesses with few employees.

It is important to look at the way your business operates and the job functions of each employee. You need to know which job functions are critical to your business. This will help you make sure that if employees get sick, you have enough workers to keep your business open. Reduce the number of employees at your workplace, if you can. You can protect workers and continue operations by bringing back workers in phases, or little-by-little.

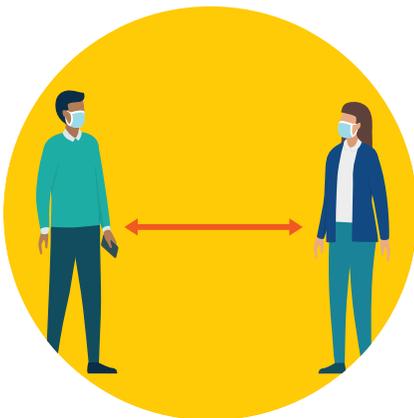
Business owners may not have time to oversee all COVID-19 issues. It is a good idea to have a workplace coordinator who is responsible for COVID-19 issues and their impact on your business.



## Prevent close contact

COVID-19 is spread mainly by close contact between people. Close contact means a person was within 6 feet or 2 meters of someone who tested positive for COVID-19 for a total of 15 minutes or longer. Try to prevent employees from being in close contact with other employees and customers as much as you can.

- Have employees work from home if you can. Some areas of the state have more spread of COVID-19. Having employees work from home reduces the chance they will come in contact with the virus.
- Have flexible workspace (such as working from home) and sick leave policies.
- Have policies and practices for physical distancing. This means keeping people at least 6 feet apart from each other as much as possible. Set up your workspace to help workers and customers physical distance. Physically separate employees from each other and from customers, if you can.
- Schedule small groups of staff to always work the same, consistent shifts as each other. This reduces the chance of many employees being exposed at once. If an employee gets exposed or tests positive for COVID-19, only a small group of employees may need to be quarantined.



## Talk about new policies

- Make sure to talk about workplace policies related to COVID-19 with your employees. It is important to help employees understand everyone will need to work together to keep the workplace safe. Talk about these policies often. Be clear about what people need to do. It is a good idea to give employees these policies using different methods (in person, by email, posters, etc.).
- You may need to communicate with employees in their preferred languages. It is important to make sure **every** employee understands how to stay safe at work and keep others safe.



## Plan for employees to be sick

The easiest way to prevent the spread of COVID-19 is for sick employees to stay home. If many employees get sick at one time, this can make it hard to keep your business open.

- Have a process or system for employees to report if they are sick. You can use this same process to let employees know about exposures to COVID-19 or closures.
- Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
- Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
- Plan for how you will operate if many employees are sick at one time or have sick family members to care for at home. It is also important to plan for employees who must stay home to watch their children if childcare programs and K-12 schools are closed.

## Keep operations going

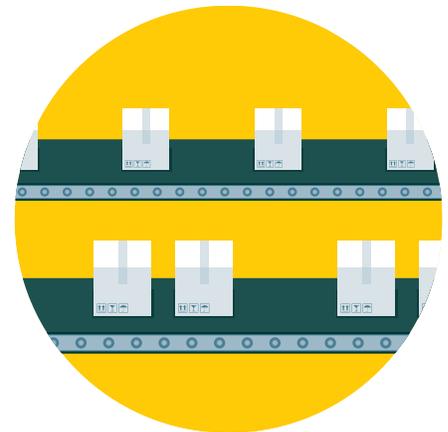
Once you have a plan to keep your business open if employees get sick, think about the other operations that are critical to your business.

- Tell any contractors or on-site visitors about changes to help control the spread of COVID-19. Make sure they have the information and will follow your policies.
- Know which functions are essential to your business. It is also important to understand how others and the community rely on your services or products.
- Be ready to change your business practices if you need to. Have a backup plan for any product or vendor your business needs to operate. Some goods and services may be in higher demand or unavailable. Be prepared for COVID-19 to also affect the other businesses you rely on.



### Examples of how you may need to change business practices

- Find backup or alternate suppliers for goods and services.
  - You may need to stop some of your operations for a short time because of COVID-19. It is a good idea to decide in advance which of your existing customers will take priority if this happens.
- 
- If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. Ask them to use non-punitive leave policies.
  - Talk with business partners about what you are doing to stop the spread of COVID-19 in your business. It is important for you to share best practices with other businesses in your communities (especially those in your supply chain). It will also help to stop the spread of the virus if business owners share what they are doing with the chambers of commerce and associations they are involved in. This can help improve community response efforts.



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## Meetings and gatherings

Reduce the risk to employees when you plan meetings and gatherings.

- Try to use videoconferencing or teleconferencing meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only happen in-person. Follow state and local regulations and guidance.
- If you can't use videoconferencing or teleconferencing, have meetings in open, well-ventilated spaces. Make sure everyone stays 6 feet or 2 meters apart and wears cloth face masks.



# Protect your workplace

There are many things you can do to make the spaces in your business healthier and stop the spread of COVID-19. People are most likely to practice good health behaviors when it is easy for them to do. Make it easy for your employees and customers to stay safe by setting up your workspace with health in mind.

## Hygiene

Good hygiene practices are some of the best ways to fight any illness. This includes COVID-19. You should follow normal hygiene practices when you are at work and at home. This means staying home when you are sick. You should try not to touch your eyes, nose, or mouth with unwashed hands. You should wash your hands often with soap and water for 20 seconds. Employers should talk often about good hygiene practices with their employees and post signs to remind customers.

**Make sure employees, customers, and visitors have what they need to wash their hands and cover their coughs and sneezes. Make sure you always have enough of these supplies to keep people healthy and protect your business.**



- Have tissues and no-touch trash cans.
- Have soap and water in the workplace. If you don't have soap and water, you should have alcohol-based hand sanitizer that is at least 60% alcohol. People are more likely to practice good health behaviors when they are easy for them to do. Place touchless hand sanitizer stations in many locations so people practice good hand hygiene.
- Put signs at the entrance and other workplace areas they are likely to be seen, to remind people about good hand hygiene. This can help stop the spread of COVID-19. Make sure to include signs in other languages if needed.
- Do not shake hands or touch other people. Ask employees to use other ways to greet people without touching.
- Cough or sneeze into your elbow or a tissue. Do not use your hands. Wash your hands after you cough or sneeze. Teach employees how to decrease the spread of germs when they cough and sneeze.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



## Wash your hands

- After you blow your nose, cough, or sneeze.
- After you use the restroom.
- Before you eat or make food.
- After you touch animals or pets.
- Before and after you care for another person who needs help, such as a child.
- Before and after your work shifts.
- Before and after you take breaks at work.
- After you put on, touch, or take off a cloth face mask.



## Hand sanitizer

- Keep hand sanitizers away from fire or flame.
- Children younger than 6 years old should not use hand sanitizer without adult supervision.
- Always store hand sanitizer out of reach of children and pets.

## Face masks

COVID-19 spreads mainly from person to person through respiratory droplets when an infected person coughs, sneezes, or talks. COVID-19 can be spread by people who do not have symptoms and do not know that they are sick. It is important for everyone to wear a face mask when they are around people they do not live with. Face masks provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.<sup>48</sup>

- Employees should wear a face mask while at work.
- Ask customers to wear a face mask to protect employees.
- You need to practice physical distancing even if you wear a face mask.
- All visitors and non-regular staff should wear a face mask.
- Consider clear face masks for employees who interact with people who are deaf or hard of hearing.
- Make sure employees know how to use face masks correctly. Face masks should be worn over the nose and mouth, and fit securely around the face.
- Wash your hands before you put on a face mask.
- Encourage employees to try not to touch their faces when they wear a face mask. If they touch their face, they should wash their hands or use hand sanitizer right away.
- Do not wear face masks if they are wet. A wet face mask may make it hard to breathe.
- Employees should never share face masks.
- Wash face masks every day, or if they look dirty.
- Have extra face masks for employees in case a back-up is needed during the day.



<sup>48</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

## Does everyone need to wear a face mask?

There is clear scientific evidence that wearing a face mask prevents the spread of COVID-19.<sup>49,50</sup>

The CDC recommends all people 2 years of age and older wear a cloth face mask in public settings and when around people who don't live in your household, especially when it is hard to physical distance.<sup>51</sup>

While cloth face masks are strongly encouraged to reduce the spread of COVID-19, it may not be possible in every situation or for some people to wear a face mask. In some situations, a face mask could make a physical or mental condition worse or be a safety concern. Consider adaptations and alternatives whenever possible to help someone wear a face mask or to reduce the risk of COVID-19 spread if it is not possible for someone to wear one.



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### Examples of times people may need adaptations and alternatives to face masks<sup>52</sup>



People who rely on lipreading to communicate may not be able to wear a cloth face mask (such as someone who is deaf or hard of hearing, or someone who cares for or interacts with a person who is hearing impaired).

- Consider using a clear face mask.
- If a clear face mask isn't available, consider whether you can:
  - Use written communication, or
  - Use closed captioning, or
  - Decrease background noise to make it possible to communicate if you are wearing a cloth face mask that blocks your lips.
- Consider using a plexiglass barrier.
- If you choose to wear a face shield, make sure it wraps around your face and goes below your chin. When you are not communicating, you should put your face mask back on.



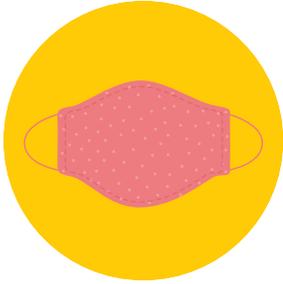
It may be hard for some people with intellectual and developmental disabilities, mental health conditions, or other sensory sensitivities to wear a face mask. They should talk to their doctor or healthcare provider for advice about wearing a face mask.

49 <https://pws.byu.edu/covid-19-and-masks>

50 <https://www.cdc.gov/coronavirus/2019-ncov/more/masking-science-sars-cov2.html>

51 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

52 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#feasibility-adaptations>



## Cloth face masks

Cloth face masks are an important safety precaution, and are most important when you can't physical distance. If cloth face masks can't be used, make sure to take other safety precautions to reduce the risk of COVID-19 spread (such as physical distance, wash hands often, clean and disinfect high-touch surfaces). Remember, even when you wear a cloth face mask, you still need to physical distance.



## Face shields

It is not known if face shields provide any benefit to protect others from the spray of respiratory particles. The CDC does not recommend use of face shields instead of a face mask, or for normal everyday activities. If you choose to wear a face shield, you should also wear a face mask.

- If you wear a face shield without a face mask, make sure it wraps around your face and goes below your chin.
- Only wear a disposable face shield one time.
- Clean and disinfect reusable face shields after each use.
- DO NOT use a plastic face shield for a newborn or infant.



## Surgical masks

Cloth face masks are not surgical masks or respirators. Right now, surgical masks and respirators are critical supplies that should be reserved for healthcare workers and other medical first responders.

## Physical spaces

COVID-19 is most easily spread by close contact between people. You should try to set up your workspace so employees are not in close contact with other employees or customers as much as possible.

### Set up your workplace for physical distancing

Physical distancing means to stay 6 feet or 2 meters (about 2 arm lengths) away from other people.

- Try to reduce the number of employees at your worksite. Have employees work from home, if you can.
- If you can't have employees work from home, try to use flexible work hours as much as possible. Rotate or stagger shifts to limit the number of employees in the workplace at the same time.
- Deliver services to customers by phone, video, or web if you can.
- Change your business practices to reduce close contact with customers or other employees.



### Examples of reducing close contact

- Ask customers to use drive-through service if they can.
- Install physical barriers between employees and customers, such as partitions.
- Ask customers to use click-and-collect online shopping.
- Ask customers to shop-by-phone.
- Ask customers to use curbside pickup and delivery options.
- Change your workspace so there is more physical space between employees.
- Increase the physical space between employees and customers.
- Ask employees not to use each other's phones, desks, offices, or other work tools and equipment, if possible.
- You can still help customers and employees physical distance in areas without physical barriers. Place visual reminders 6 feet or 2 meters apart. You can use signs, tape marks, decals or colored tape on the floor, or other visual cues.
- Close or limit access to common areas or break rooms where employees are likely to gather in groups.
- Do not shake hands.
- Move the electronic payment terminal/credit card reader farther away from the cashier. This will help increase the space between the customer and the cashier.
- Do stocking activities during off-peak or after hours when customers are not there.
- If you have more than one business location, you may want to give local managers the authority to take the steps they need to follow their COVID-19 response plans. Plans may change based on the spread of COVID-19 in local communities.

## Find risks to your employees

You must give your employees a safe and healthy workplace. Employers need to find out where and how workers might be exposed to COVID-19 at work. You can find out if there are risks of employees being exposed to COVID-19 by doing a thorough hazard assessment of your business.

The CDC uses a list of things you can do to lower the risk to employees. This list is called the [hierarchy of controls](#). They are listed from the best ways you can control and stop the spread of COVID-19, to the ways that are least effective. Use a combination of these controls to best protect your business and employees. Some of these include engineering controls (ventilation and how you set up your workspace), policies for your workplace, and personal protective equipment (PPE). Your hazard assessment will tell you what kind of workplace hazards you have, or may get. This will help you decide what to do to lower the risk, or what type of PPE are needed for specific job duties.

### If the setup of your workspace or policies aren't enough to fully protect employees, you should:

- Decide what PPE is needed for your employees' specific job duties.
- Tell employees which PPE they need.
- Train your employees how to use PPE correctly.
- Ask workers to wear a face mask at work even if your hazard assessment says they do not need PPE. PPE includes things like a respirator or medical face mask for protection. A face mask is not considered PPE in the workplace.

Visit <https://www.osha.gov/SLTC/covid-19/> to learn more about what employers should do to protect employees.

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## Sick employees

- Ask employees who are sick, have symptoms of COVID-19, or who have tested positive to stay home.
- Do not let employees who have symptoms of COVID-19 come into the building.
- Send an employee home if he or she gets sick at work. If you are not able to send the employee home, isolate or separate the person from other people right away. If the employee has signs of COVID-19, ask him or her to get tested.
- Make a list of other employees who had contact with the ill employee when the employee had symptoms and 2 days before the symptoms started. Other employees who had close contact within 6 feet of the employee for a total of 15 minutes or longer would be considered exposed.
- Have a policy for what to do if an employee needs to be taken home, to the doctor, or hospital.
- Employees should not come to work if they test positive for COVID-19 or are a close contact of someone who tested positive. Employees should follow the guidance from the health department. They should not come back to work until they have finished isolation or quarantine.



## Engineering and ventilation controls

You may want to improve the engineering controls using the building ventilation system.

- Increase ventilation rates.
- Make sure ventilation systems are working properly.
- Increase outdoor air ventilation. Use caution in highly polluted areas. If you have fewer people in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Open minimum outdoor air dampers more (as high as 100%) to reduce or get rid of air that is recirculating. In mild weather, this will not affect temperature or humidity. However, this may be hard to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to make sure they are within service life and have been installed correctly.
- Keep systems running for longer hours. It is best to run them all the time if you can (24 hours a day, 7 days a week). This makes the air exchanges in the building space better.

Some of these recommendations are from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Learn more about ASHRAE guidelines at [https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74\\_ieq\\_schoen.pdf](https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf).



### Protect your building water system and devices after a long shutdown

If you had to shut down your building for a long time, there are steps you need to take before you reopen. The CDC Guidance for Building Water Systems has 8 steps you should take before you reopen your business or building. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

# Protect your employees

## Symptom monitoring

There is some evidence that relying on temperature or fever checks alone is an insufficient method of preventing the spread of the disease.<sup>53</sup> Screen employees and customers for signs of COVID-19 before they enter the workplace. Screening is very quick and easy. Take each person's temperature, if you can. Ask if he or she has symptoms of COVID-19. If an employee or customer has a fever or symptoms of COVID-19, ask him or her to go home and isolate right away.



**Fever**  
(temperature of 100.4°F or 38°C or higher or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



**Sore throat**



**Muscle aches and pains**

If you can't do a temperature check on an employee, ask the employee if he or she is feeling feverish (the employee's skin may feel hot or be red, or he or she may have chills or be sweaty).

**Employees who are sick should not go to work. This is a good idea for any illness, not just during the COVID-19 pandemic.**

It is important to have policies that encourage and support employees to stay home when they are sick.

## Symptom checking

- You may want to talk to the health department or an occupational health provider to make sure you are doing symptom checking correctly.
- When you are doing in-person health checks, do them safely and respectfully.
- Use physical distancing, barriers or partitions, or personal protective equipment (PPE) to protect the screener. Using PPE as the only way to protect the screener is less effective and harder to do because of PPE shortages and training requirements.
- Make sure people physical distance during the health checks. You can do this by having more than 1 screening entry into the building.
- You must protect the confidentiality of medical records from health checks. Follow the guidance from the [Equal Employment Opportunity Commission](#).
- Make employee health screenings as private as possible to prevent stigma and discrimination in the workplace. Do not judge risk based on race or country of origin. Be sure to keep each employee's medical status and history confidential.

Post a sign with the symptoms of COVID-19 near the entrance.



Download printable signs:  
[https://coronavirus-download.utah.gov/business/Print\\_ready\\_signage.zip](https://coronavirus-download.utah.gov/business/Print_ready_signage.zip)

<sup>53</sup> Lambert NJ, Survivor Corps, El-Azab S, Yu L, Esperanca A. Fever Scans Offer False Sense of Security for Stopping the Spread of COVID-19. Indiana University School of Medicine [October, 2020]

# Travel

Travel increases the chance you may get infected or spread COVID-19. Staying home is the best way to protect yourself and others from COVID-19. Try to limit non-essential travel during the COVID-19 pandemic as much as you can. For up-to-date travel recommendations, visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.



Right now, there are no COVID-19 travel restrictions in Utah. This means employees who travel outside the state of Utah do not need to quarantine when they get back. However, there may be mandatory quarantines in other cities or states across the U.S. Before traveling, visit the state website of the area you are traveling to for more information.

The CDC recommends you avoid all nonessential travel to certain areas of the world where COVID-19 is widespread. There may also be restrictions entering the U.S. if you travel to these areas. These travel health alerts can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>.

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## Consider these questions before you travel

- Is COVID-19 spreading where you are going?** You can get infected when you travel.
- Is COVID-19 spreading in your community?** Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- Will you, or people you travel with, be within 6 feet or 2 meters of other people during or after your trip?** COVID-19 is mainly spread by close contact with someone who is sick. If you are within 6 feet or 2 meters (about 2 arm lengths) of other people you are more likely to get the virus.
- Are you or people you are traveling with at high-risk of getting very sick from COVID-19?** Older adults and people of any age who have a serious underlying medical condition are at higher risk for severe illness from COVID-19.
- Do you live with someone who is at high-risk of getting very sick from COVID-19?** If you get infected while you travel you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.
- Does the state or local government where you live or at your destination require you to quarantine after traveling?** Some state and local governments may require people who have recently traveled to quarantine.
- If you get sick with COVID-19, will you have to miss work or school?** People with COVID-19 disease need to isolate at home until the health department says they will no longer spread the virus to other people.

## Planning travel

Employees should not travel if they are sick. If travel or accommodations are non-refundable, employees may be scared to tell their employer if they get sick and are not able to travel. Employees may also be scared to travel to other areas during the pandemic.

- Talk to your employees about business and personal travel, the CDC travel recommendations, and ways to stay safe if they travel. It is important to understand your employees' feelings about travel during the pandemic.
- Employees should check for symptoms of COVID-19 before they travel. Employees who are sick should stay home and tell their supervisor they have symptoms of COVID-19. Employers should not ask employees who are sick to travel.
- Employees who have been asked to quarantine by public health because they came into close contact with someone who tested positive for COVID-19 should not travel until their quarantine is over.
- Employees who tested positive for COVID-19 should not travel until they are told by public health that they can end their isolation.
- Employees who are at higher risk for getting severe illness from COVID-19 should avoid nonessential travel. If an employee who is at higher risk must travel, he or she should take extra precautions to stay safe.



## Protect yourself when you travel

- Physical distance as much as you can. Wear a face mask any time you are around people you don't live with.
- Wash your hands often. Bring hand sanitizer and disposable disinfecting wipes with you when you travel in case you do not have soap and water to wash your hands.
- Try not to touch things other people touch. When you travel, you may want to use a disposable tissue or napkin to touch things like handrails, door handles, elevator buttons, etc.
- Try to use vendors and accommodations (hotels, restaurants, etc.) that take steps to prevent the spread of COVID-19 in their business.



## If you get sick while you are traveling



If you get sick when you are traveling, you should call a doctor right away if you need medical advice. Employees should tell their supervisor as soon as they can.

If you are outside the U.S., and get sick, follow your company policy to get medical care or call a doctor or overseas medical assistance company to help you find the right healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.



# Training

Your business depends on your workforce. It is important employees understand your policies and procedures related to COVID-19. You should train employees about new policies and health procedures.

## Prevent the spread of COVID-19

- If an employee has symptoms, the employee should stay home and get tested for COVID-19. Employees should follow the instructions from the health department if they test positive for COVID-19 or are exposed to someone who has COVID-19. Ask employees to visit <https://coronavirus.utah.gov> to learn more about COVID-19 and what to do if they get sick.
- Teach employees how they can reduce the spread of COVID-19 and steps they can take to protect themselves at work and at home.
- Train employees about good hygiene practices.



## Policies

- Train workers about any new policies and how they may affect existing health and safety practices. Ask employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.

## Personal Protective Equipment (PPE) and workplace hazards

- Train employees how to use PPE correctly.
  - When to use PPE.
  - What the hazards are in the workplace and how the PPE is used to help reduce the risk to the employee.
  - What PPE is needed to reduce the risk.
  - How to correctly put on (don), use, and take off (doff) PPE.
  - How to properly dispose of PPE.
- Employers must make sure employees are trained on hazards of the cleaning chemicals used in the workplace in accordance with the OSHA Hazard Communication standard ([29 CFR 1910.1200](https://www.federalregister.gov/documents/2013/01/16/29-cfr-1910.1200)).



# Some employees may be at higher risk for severe illness from COVID-19

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes



Based on what we know now, people with the following health conditions might be at increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease (a disease which affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV/AIDS, use of corticosteroids, or use of other immune weakening medicines
- High blood pressure or hypertension
- Liver disease
- Neurologic conditions such as dementia
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes



Smoking may also increase the risk of severe illness from COVID-19. For more information on who may be at higher risk for severe illness from COVID-19 and what precautions these individuals should take, visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.

## Protect employees who are at higher risk

- Try to give employees who are at higher risk job duties that have less contact with customers and other employees (restocking shelves rather than working as a cashier). It is a good idea to discuss any changes in job duties with the employee. Let the employee know you are trying to keep him or her as safe as possible during the pandemic.
- Make sure any other businesses and employers who share the same workspace also follow this guidance.

# Help your employees

The fear of COVID-19, physical distancing, money problems, distance learning for children, and other life events have been very hard for everyone. It is normal for your employees to feel uncertainty, worry, or stress right now. Talk to your employees about job stress related to COVID-19 and ways to cope with that stress.

## Employee concerns

You may want to have a hotline or another way employees can voice any concerns anonymously.

## Workplace wellness resources for employers

The Utah Department of Health and your local health department have many other resources for your business to help keep employees healthy. If you are interested in other ways we can help, such as bringing health screenings right to your workplace at no cost to you, contact the Utah Department of Health or your local health department. You can also visit <http://choosehealth.utah.gov/worksites.php>.

## Resources

Help connect employees to employee assistance program (EAP) resources and community resources if they need help.

Employees can call 2-1-1 or visit <https://211utah.org/> for a list of resources.

Your employees may need extra help from a professional. You can help them by making sure they know where to find resources.

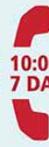
To help employees understand the signs of stress, ways to feel better, and find mental health resources, visit <https://coronavirus.utah.gov/Mental-health/>.

- Emotional health relief hotline: 1-833-442-2211. Caregivers are available 7 days a week.
- The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress.
- The Disaster Distress Helpline provides crisis counseling to people affected by the COVID-19 pandemic.
- The SafeUT app is a free crisis text and tip line.



**EMOTIONAL HEALTH RELIEF HOTLINE**  
**833.442.2211**

CAREGIVERS AVAILABLE 10:00 a.m. – 10:00 p.m.  
7 DAYS A WEEK



Intermountain Healthcare

**Disaster Distress Helpline**  
1-800-985-5990  
TEXT: "TalkWithUs" to 66746

**Línea de Ayuda**  
Para Los Afectados Por Catástrofes

1-800-985-5990  
Mensaje SMS: "Hablamos" al 66746

## Employees who use public transportation to get to work



You may want to offer incentives to employees who use public transportation or ridesharing to get to work if they will use forms of transportation that reduce close contact with others (biking, walking, driving or riding by car either alone or with household members).

Ask employees to follow the CDC guidance on how to protect yourself when using transportation at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>.



Allow employees to shift their hours so they can commute during less busy times.



Employees who use public transportation or carpool to work should wear a face mask while in transit.



Ask employees to wash their hands as soon as they can after their trip.

# Resources

## Utah COVID-19 Transmission Index

The COVID-19 Transmission Index is a balanced approach intended to protect individuals, communities, and businesses. There are three levels in the transmission index: high, moderate, and low. Each level has certain requirements for individuals and businesses to follow in order to reduce transmission of COVID-19. You can see what level your county is at <https://coronavirus.utah.gov/utah-health-guidance-levels/>.

## Business loans and grants

This webpage has information on business loans and grants available during the pandemic. <https://coronavirus.utah.gov/business/business-loans-and-grants/>

## Industry-specific COVID-19 guidance

The CDC has industry-specific guidance as well as guidance on:

- Cleaning and disinfecting workplaces
- Decision making tools to reopen your business
- Critical infrastructure response planning
- Employee fatigue and stress

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

## Infection prevention and control assessment

This is based on a tool that was previously used to help long-term care facilities assess the risk for COVID-19 spread. It is designed as a 12-point checklist with several subsections. You can use this tool to create a baseline and then make improvements in areas where you have answered “no” or “unknown” to the questions. This can also serve as documentation of your compliance efforts.

[https://utahgov.co1.qualtrics.com/jfe/form/SV\\_82mxtE1fClyLtel](https://utahgov.co1.qualtrics.com/jfe/form/SV_82mxtE1fClyLtel)

## Protection from Litigation

Information on civil immunity related to exposure to COVID-19 in Utah. <https://le.utah.gov/~2020s3/bills/static/SB3007.html>

## Wage and hour issues, FLSA, FMLA, OSHA, unemployment

The U.S. Department of Labor website answers questions about how COVID-19 impacts:

- Wage and hour issues
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Occupational Safety and Health Administration requirements (OSHA)
- Unemployment compensation
- Families First Coronavirus Response Act (FFCRA)

<https://www.dol.gov/coronavirus>

## Anti-discrimination laws and COVID-19

The U.S. Equal Employment Opportunity Commission website answers questions about how COVID-19 impacts anti-discrimination laws.

<https://www.eeoc.gov/coronavirus>

WE PLEDGE TO

# STAY SAFE TO STAY OPEN

We follow state health guidelines to show we care for and appreciate our customers and to protect our community and our economy. We practice these seven safe habits as outlined in the Utah Leads Together plan.

## AS A BUSINESS, OUR TEAM PLEDGES TO...

- ✓ Check symptoms before work and stay home when sick.
- ✓ Wash our hands frequently and avoid touching our face and eyes.
- ✓ Practice physical distancing including wearing face coverings in close common areas.
- ✓ Learn about high-risk groups and help protect them.
- ✓ Cover our mouths when we cough or sneeze.
- ✓ Clean high touch surfaces frequently.
- ✓ Follow public health guidance as updated.



To view the pledge and participating businesses, visit [stayopenutah.com](https://stayopenutah.com)