

# MEMORANDUM

---



TO: County Elected Officials and Department Directors  
FROM: Brittany Fain, Director of Risk, Safety and Emergency Management  
DATE: June 25, 2020  
SUBJECT: COVID-19 Guidelines

---

## **If an employee tests positive for COVID-19 or is displaying symptoms consistent with COVID-19 while at work, follow these steps:**

**Step 1:** If the employee reported to their assigned work location, send the employee home immediately.

**Step 2:** Contact both Human Resources and Safety ([holbrookd@mcoho.org](mailto:holbrookd@mcoho.org) and [fainb@mcoho.org](mailto:fainb@mcoho.org)) to report an employee who was sent home with symptoms or who tests positive for COVID-19 and has physically reported to work in the last seven (7) days. Directors (or their designee) may notify staff that there was a positive in the department, however additional details such as employee name and position are protected information and may not be released.

**Step 3:** Human Resources will reach out to supervisors and the COVID positive employee to identify other employees who may have been in close contact with the positive individual over the past 48 hours. **According to the Centers for Disease Control and Prevention (CDC), the definition of close contact is having spent more than 15 minutes within six (6) feet of a COVID positive individual.** Employees that had close contact with a confirmed positive employee, in accordance with this definition of close contact, will be contacted by Human Resources and given instructions on next steps. To protect the privacy of COVID positive individuals, only those identified as having had close contact with a positive individual will be notified. If an employee is worried they may have been exposed, they may contact Human Resources directly to discuss their concerns.

**Step 4:** Safety will work with your team to implement a site-specific disinfection plan and assist with coordination of any necessary resources.

**Step 5:** If an employee had symptoms, or was diagnosed with a positive COVID-19 test, they can return to work after:

- 24 hours with no fever and no fever reducing medication **and**
- Symptoms improved **and**
- Ten (10) days since symptoms first appeared

If an employee never had symptoms but tested positive, they can be with others after ten (10) days have passed since the test. If a positive employee develops asymptomatic symptoms at any time, they'll need to be away from others at least ten (10) days from onset of symptoms and meet the fever and symptom requirements listed above before returning to work, even if symptom onset occurs after the positive test.

There is no requirement to be tested prior to returning to work if the three conditions above are met.

A link to additional information can be found here: [CDC Guidance for When You Can be Around Others](#)

## **Contact Information**

Dave Holbrook  
Human Resources  
holbrookd@mcoho.org  
614-266-3860 (cell)

Brittany Fain  
Safety, Risk Emergency Management  
fainb@mcoho.org  
303-828-8103 (cell)