LakeCounty
Health Department and
Community Health Center

This guidance document is intended for businesses and their employees, including permanent, temporary, contract, and volunteer staff. These businesses must be considered essential under the current State of Illinois Executive Order(s) to continue operating. **This guidance is not intended for critical infrastructure[3] worksites and employees.**

What should I do if a staff member tests positive for Coronavirus Disease 2019 (COVID-19) or has direct exposure[1] to a positive case?

- You may be informed by the individual themselves or by the Health Department that a worker at your business has tested positive or has been directly exposed to a positive COVID-19 case.
    - When the Health Department is notified of the positive test, they will contact you to help with the case follow-up.
- For a confirmed or presumed positive case (someone who has COVID-19 symptoms[2]), if the individual is still at work, **immediately have them put on a mask (if available) and send them home. Instruct them to isolate for at least 10 days. They must be fever/symptom free without medication for at least 3 days before returning to work.** They should also contact their provider or the Health Department for guidance.
    - Family/household members of the case are considered high risk and must self-quarantine to monitor for symptoms.
        - Family/household members with separate living quarters between case and contacts must quarantine for 14 days after last exposure to case.
        - Family/household members that share a room/living quarters (i.e. have ongoing contact with or exposure to the case) must quarantine during contact and for 14 days after case is released from isolation.
- Send home other workers who were **directly exposed[1]** to the case (close contacts).
    - **Close contacts should self-quarantine at home for 14 days from the date of last contact with the case to monitor themselves for symptoms.[2]**
    - Family/household members of close contacts are **not** considered high risk and do not need to self-quarantine unless the close contact develops symptoms.
- If possible, **close down areas used by the case and close contacts (including common areas) for thorough disinfection** of all surfaces, especially high-touch surfaces.
    - Closing the area is not necessary if little or no common surfaces are used by the case or close contacts.
    - Once the case and close contacts have been sent home and their work areas have been disinfected, the worksite may re-open and other staff may return.

[1] What is considered direct exposure to COVID-19? (Who is a close contact?)

- Direct exposure to a COVID-19 case (close contact) means an individual had **at least 10 minutes of cumulative contact** AND **that contact was within 6 feet** of the infected person during the period starting 48 hours before symptom onset.

1 What is considered direct exposure to COVID-19? (Who is a close contact?) continued

- COVID-19 is primarily transmitted through droplets from coughing, sneezing, or talking. These droplets do not remain in the air. They fall to the ground or surfaces. This means that being in the same room as a case does not necessarily mean the person was directly exposed.
    - Transmission occurs when an uninfected person either inhales droplets or ingests them by touching infected surfaces and then touching their mouth, nose, or eyes.

[2] Symptoms of COVID-19 include:

- Fever (temperature above 100.4°F)
- Cough
- Sore throat
- Shortness of breath

- Chills
- Muscle pain
- New loss of taste or smell

[3] What worksites or occupations are considered to be critical infrastructure?

- Workers, including contracted vendors, in the following worksites/occupations are considered to be critical infrastructure workers:
    - Food (production, distribution and sales including restaurants and grocery stores)
    - Federal, state, & local law enforcement
    - 911 call center employees
    - Fusion Center employees
    - Hazardous material responders from government and the private sector
    - Janitorial staff and other custodial staff
    - Agriculture
    - Critical manufacturing
    - Informational technology
    - Transportation
    - Energy
    - Government facilities

Does my business need to close if a worker tests positive for COVID-19?

- **Only businesses that have areas open to public access** in which a worker is a confirmed or presumed positive COVID-19 case AND the individual worked in the facility within the last 72 hours **must temporarily close down the public-accessible areas and all work areas used by the case and close contacts and:**
    - Clean and disinfect all public-accessible areas of the facility, especially high-touch surfaces;
    - Clean and disinfect all work areas used by the case and close contacts; and
    - Abide by all worker restrictions in this guidance document and any guidance provided by Health Department staff.
- After the case and close contacts have been sent home and the areas described above have been cleaned and disinfected, the worksite may re-open and other staff may return.

When can a confirmed or presumed positive case of COVID-19 return to work?

- A worker in isolation for 14 days due to close contact should monitor for symptoms and take temperature twice daily. If symptoms appear, they should inform their healthcare provider and employer.
  - o If symptoms do not appear after 14 days of isolation, the individual may return to work.
- Confirmed/presumed positive cases must isolate for a **minimum of 10 days after symptom onset or a positive test (whichever is first) AND must be fever and symptom-free for at least 3 days**.[2] Both criteria must be met in order for the staff member to return to work**.**
  - o Example 1: A staff member tests positive and is fever free and feeling well on day 8. They should not return to work until day 12. They must isolate for the minimum 10 days AND be fever and symptom-free for 3 days.
  - o Example 2: A staff member tests positive, isolates, but fever and symptoms do not end until day 12 after a positive test. They should not return until day 16. Even though the minimum 10-day isolation requirement was met, the staff member could not return to work until they were fever and symptom-free for 3 days.
- **An employee whose family/household member is a confirmed or presumed positive case must self-quarantine for a minimum of 14 days after the last/most recent contact with the case when the case was infectious.**
  - o Example 1: A household case is feeling well 3 days after symptom onset (or positive test): Employee must remain quarantined and not return to work until day 24.
  - o Example 2: A household case is feeling well 14 days after symptom onset (or positive test): Employee must remain quarantined and not return to work until day 31.
- If your worksite requires employees have a doctor's note before returning to work, that must be obtained by the employee through their healthcare provider. The Health Department only provides return to work notes for its established Community Health Center patients.

What can I do to prevent COVID-19 from spreading at my worksite?

- All workers should wear a mask at all times in congregate settings, when working with others, or when social distancing is not feasible.
  - o If disposable masks are unavailable, cloth face coverings may be used. See [these CDC guidelines](#) on how to create a cloth face covering.
- Screen all staff entering the premises daily for temperature and symptoms of cough, sore throat, shortness of breath or difficulty breathing, fever, chills, muscle pain, and new loss of taste or smell. Send home anyone with symptoms.
- All staff should **stay home** if sick.
- Send employees home if they have a family/household member who is a confirmed or presumed positive case (exhibiting COVID-19 symptoms).
- Staff should sanitize their work area before starting their shift. This includes wiping down surfaces with disinfectant wipes.

What can I do to prevent COVID-19 from spreading at my worksite? Continued.

- Staff should wash hands often, cover coughs and sneezes, and avoid touching shared surfaces.
- Staff should practice social distancing and remain at least 6 feet apart.
- Do not allow gatherings of more than 10 people. Use virtual meetings whenever possible.

For more information on COVID-19, visit www.lakecountyil.gov/coronavirus and www.cdc.gov/coronavirus.
For further questions, contact Lake County Health Department, (847) 377-8020