



COVID-19 in the Workplace

13 East Central Street, Natick, MA 01760

December 2020

What should I do when an employee is suspected or has tested positive for COVID-19?

- The employee should not report to work and needs to isolate at home.
- Call the Natick Health Department who may ask for the following information:
 - What is the name, address, telephone number of the positive case?
 - What date did the person get tested?
 - What days did the COVID-19 positive employee work?
 - Provide a list of co-workers (names, addresses, telephone numbers, dates of birth if you have it) who worked the same shifts with the COVID-19 positive case.
 - If any of the co-workers are determined to be close contacts (see the Close Contact box), then they will need to stay home and quarantine and wait to see if illness develops.



How long must you quarantine?

As long as you develop no symptoms during quarantine, there are 3 options:

1. Quarantine for at least 14 days from the date of the last exposure (resume normal activities on day 15); **OR**
2. Quarantine can end after day 10 (resume normal activities on day 11) and monitor for symptoms for 14 days **OR**
3. Quarantine can end after day 7 (resume normal activities on day 8) with the following conditions:
 - you are tested on day 5 or later of your quarantine period using a PCR or antigen test;
 - you receive a negative test result; **AND**
 - you monitor yourself for symptoms for the full 14 days.

If you develop symptoms at any time during the 14 day quarantine period, stay home, contact your health care provider and get tested.

Day-to-Day Operations

- Managers are responsible for screening workers for any symptoms (see the common symptoms box) before the start of the shift and send any symptomatic employee home.
- Ask if the employee has had close contact with someone who has tested positive for COVID-19. If so, they should not report to work.
- The employee should not work if they have been asked to isolate or quarantine by their doctor or other public health official.
- If employees carpool to work, they must wear face coverings in the car and open the car windows if possible.

Please note: This information may change as we learn more about this virus.

Close Contact

- * Living in the same household with a person who is positive for COVID-19
- * Caring for a person who is positive for COVID-19
- * Being within 6 feet of a COVID-19 positive person for a cumulative total of 15 minutes or more (e.g. three 5 minute exposures for a total of 15 minutes) over a 24-hour period.
- * Other factors are also taken into consideration.

Symptoms

The symptoms can be very mild to very severe. Some people have no symptoms at all but can still spread the disease.

Here are some of the common symptoms:

- Fever or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle and body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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COVID-19: When do Co-Workers Need to Quarantine?

How to determine the dates when the COVID-19 positive employee may have been able to spread the virus to co-workers

A person can start to spread the virus 2 days before they develop symptoms. If there are no symptoms, the date of the positive test is used to determine isolation and quarantine requirements. The Health Department or contact tracer can help you with this.

- **Example - An employee has symptoms on December 11th and got a COVID-19 test on December 12th which was positive.**

The employee was able to spread the virus on December 9th and 10th (2 days before their symptoms started). If the employee and any co-workers worked together any days starting December 9th, then those co-workers who are determined to be close contacts will need to quarantine.

- **Example - An employee has NO symptoms but tested positive for COVID-19 on December 18th.**

Since there were no symptoms, use the date of the positive test as the date when the employee may have been able to spread COVID-19. If the employee and any co-workers worked together any days starting December 16th (2 days before the date of the positive COVID-19 test), then those co-workers who are determined to be close contacts will need to quarantine.

How long must you quarantine?

As long as you develop no symptoms during quarantine, there are 3 options:

1. Quarantine for at least 14 days from the date of the last exposure (resume normal activities on day 15); **OR**
2. Quarantine can end after day 10 (resume normal activities on day 11) and monitor for symptoms for 14 days **OR**
3. Quarantine can end after day 7 (resume normal activities on day 8) with the following conditions:
 - you are tested on day 5 or later of your quarantine period using a PCR or antigen test;
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If you develop symptoms at any time during the 14 day quarantine period, stay home, contact your health care provider and get tested.

<https://www.mass.gov/guidance/information-and-guidance-for-persons-in-quarantine-due-to-covid-19>

Call the Natick Board of Health with any questions at 508-647-6460 natickma.gov



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