

Requirements for Single Cases of COVID-19 in the Workplace

For use at facilities with a suspected or confirmed case of COVID-19 in one employee

The Denver Department of Public Health & Environment (DDPHE), Denver's local public health department, is coordinating with local, state, and federal agencies as well as other local partners to provide accurate information about COVID-19. We are continually augmenting the City of Denver's response plans for COVID-19 and taking measures to reduce local transmission, share resources, and provide accurate communication. The following requirements should be adhered to in the event of a single suspected or confirmed case of COVID-19 in an employee. If your facility has **2 or more** suspected or confirmed cases within 14 days, DDPHE must be notified at <https://www.denvergov.org/phi> or by calling 311 (720-913-1311)

Please enact the following control measures:

- At the beginning and end of each shift for symptoms of communicable illness:
 - Screen all employees for fever, shortness of breath, cough, and other symptoms before being allowed to begin their shift.
 - Document the results of each employee health screening. All employee health screening forms should be retained by the business until normal business operations resume, at minimum.
 - Take temperatures using a thermometer intended for the measurement of human body temperature.
 - Appropriate safety measures should be taken to prevent possible spread of illness between each employee.
 - Any employees reporting illness at the beginning or end of their shift should be sent home immediately.
 - Screening should continue until facility resumes normal business operations (i.e. business is open at 100% without Public Health Order restrictions).
 - It is strongly recommended that a variation of this screening is incorporated into your routine employee illness policy after orders have been lifted.
- Ensure that all employees are wearing face coverings when at work, especially when within 6 feet of one another, including in breakrooms.
- Closely monitor ALL employees during their shift for the onset of the aforementioned symptoms and ensure that all appropriate good hygienic practices (hand washing, cleaning and sanitizing of high-touch point surfaces and objects, etc.) are being followed by employees throughout shift.
- Exclude employees who exhibit COVID-19 symptoms from work using the following criteria:
 - Persons who test positive for COVID-19 who have symptoms must remain excluded from work and may discontinue home isolation only once the following conditions have been met:
 - At least 10 days have passed since symptom onset and

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved
- Persons who have symptoms of COVID-19 and are awaiting test results should follow the criteria outlined above.
- Persons who test positive but who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their positive test.
- Persons who test negative but who have COVID-19-like symptoms should isolate at home until at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.
- Disinfect the entire facility, including, but not limited to, restrooms and all commonly touched surfaces, such as door handles, light switches, vending machines, punch in stations, break room tables, stools, chairs, booths, etc. as needed throughout the day and at the end of each shift to limit the spread of illness. Facility should use an EPA approved disinfectant known to be effective against COVID-19 to perform these activities.
- Encourage testing of ill staff that present with COVID-19 symptoms to ensure rapid isolation and/or exclusion from work.
 - Contact DDPHE/CDPHE if testing resources are unable to be obtained through internal channels within the organization.
- Identify a Person in Charge that is onsite at the facility who is trained and knowledgeable on all aspects of this COVID-19 information provided by DDPHE.

Facility can remain open as long as the above noted procedures are implemented and the entire facility is disinfected with an EPA approved disinfectant.

For more information, please reference the following resources available for download below:

- ***Guidance for Employers handout-*** provides guidance on actions to be taken by the facility in response to a confirmed or suspected COVID-19 case;
- ***Employee Health Screening forms-*** as ordered, facility shall record temperatures and symptoms of all employees daily, weekly, or as often deemed necessary by DDPHE;
- ***COVID-19 Disinfectants-*** provides an overview of effective cleaning products;
- ***DDPHE Handwashing-*** provides signage reminding people to wash their hands; post this upon entry to your facility, in restrooms, eating areas, and other common areas;
- ***2019 ncov factsheet-*** provides facts about COVID-19;
- ***Stop-the-spread-of-germs-*** provides reminders on how to prevent the spread of respiratory illnesses, like COVID-19;
- ***Sick with 2019-nCoV-factsheet-*** is a one-page CDC document that can be reviewed with staff to provide basic information on the illness.

Links:

- **General CDC COVID-19 Info:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- **Preventing COVID-19 Spread in Communities:** <https://www.cdc.gov/coronavirus/2019-nCoV/community/index.html>
- **Additional resources specific to our Colorado response can be found at:** <https://www.colorado.gov/pacific/cdphe/2019-novel-coronavirus>

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