5 Steps:
When Your Employee
Tests Positive for COVID-19

The _NH Safer At Home Universal Guidelines_ require employers/organizations to prohibit all employees or volunteers with any new or unexplained symptoms of COVID-19, **those diagnosed with COVID-19, those with identified close contact exposure to someone confirmed with COVID-19,** or with travel risk exposure, from workplaces or activity areas. . "Employer" includes "organizations" and "employee" includes "volunteers" in this document.

Employee health information shared with their employer should be kept private.

1 Employee Notifies Their Employer

Employees should notify their employer if they have tested positive for COVID-19, or have symptoms of COVID-19.

Employers should have a designated person to whom employees report when they feel ill or have tested positive for COVID-19.

Employees of covered businesses or organizations should be reminded of the provision of the federal Families First Coronavirus Response Act that allows for paid sick leave or expanded family and medical leave for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.

2 Identification of Close Contacts

Employers should have a plan in place that includes a protocol for quickly identifying workplace contacts of employees with COVID-19 who worked while infectious. Review work schedules; interview the employee about carpooling, work activities, and breaks; and check in with supervisors.

Notify any employees who were **within 6 feet for more than ten minutes** from two days before the employee with COVID-19 developed symptoms OR two days before their positive test if the employee with a positive COVID-19 test did not have symptoms.

It is in the best interest of employers that contact tracing be completed quickly to help prevent spread of the virus in the workplace.

Close contacts must self-quarantine for 10 days following their last exposure to the person with COVID-19.

All close contacts should get tested for COVID-19, even if they do not have any symptoms.

Get tested 5 – 7 days after your close contact to a person with COVID-19. This should be a test that detects active infection – preferably with a nose swab that is tested with a PCR-based test. Employees who are identified as close contacts cannot "test out" of quarantine.

Testing options are listed at www.nh.gov/covid19/

3 Isolation for People with COVID-19

Employees with COVID-19 should stay at home and self-isolate.

Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

4 Quarantine of Close Contacts

Employees that were identified as close contacts should stay home and self-quarantine.

As long as the employee doesn't develop symptoms of COVID-19 during quarantine, they can stop quarantine after 10 days following the date of the last close contact to a person with COVID-19.

5 Return to Work

Employees with COVID-19 can return to work when:

- At least 10 days have passed since symptoms first appeared AND
- At least 24 hours have passed since fever went away without the use of fever-reducing medications and improvement in other symptoms

If the employee did NOT have symptoms but has a positive COVID-19 diagnostic test, they can return to work:

- After 10 days have passed since the date of the positive COVID-19 diagnostic test.

Continue to follow the NH COVID-19 Employer Travel, Screening, and Exclusion Guidance to prevent introduction or re-introduction of COVID-19 into the workplace.

For more information or if you think your business or organization has a **potential outbreak of 3 or more cases of COVID-19**, call the NH Department of Health and Human Services at 603-271-4496.