



Who is this guidance for:

All Marin County non-healthcare entities that employ individuals, including businesses, companies, offices, non-profits, faith-based, and community organizations.

NOTE: Healthcare-related businesses should follow their company's occupational safety guidance.

Why is the guidance needed:

Non-healthcare businesses and organizations need to know what to do if someone at the workplace has COVID-19 to best protect their staff and reduce the spread of COVID-19.

What the guidance says:

Important Key Points

- **Report:** Immediately notify Marin County Public Health of any COVID-19 case by calling 415-473-2957 or emailing Covid19CDlead@marincounty.org.
- **Protect confidentiality:** Do not release the COVID-positive person's name at work (unless they have given you permission).
- **Quarantine close contacts:** Determine which employees had close contact with the COVID-positive person and have them quarantine at home.
- **Monitor for symptoms:** All other employees who were at the physical workplace 48 hours before the COVID-positive person was sent home should monitor themselves for symptoms.
- **Disinfect the workplace:** Clean and disinfect the workplace thoroughly.

When does this guidance apply?

This guidance is for when any staff:

1. Has either a lab test confirmed case or healthcare provider diagnosis of COVID-19 **and**
2. Was at work 48 hours before symptoms started or, if asymptomatic, was at work 48 hours before receiving their positive test result.

What should the organization do?

- **Report:** Immediately notify Marin County Public Health of any COVID-19 case by calling 415-473-2957 or emailing Covid19CDlead@marincounty.org.
- **Instruct:** Advise COVID-positive staff to stay home from work for 10 days after testing positive for COVID-19 (see below).
- **Maintain confidentiality:** Do not release the names of COVID-positive person(s) or close contacts to anyone at the workplace, unless they give you permission.
- **Identify and Quarantine close contacts:** Determine close contacts of the COVID-positive person and have them quarantine at home. Close contacts should stay at home for 14 days from their last contact with the COVID-positive person.
 - *Close contacts are people who have been within 6 feet of the COVID-positive person for more than 15 minutes.* Marin County Public Health recommends COVID-19 testing for close contacts 5 – 7 days after their last contact with COVID-positive staff.
- **Educate staff:** Provide staff with a printed copy of [Home Isolation and Quarantine Guidelines](#) ([Spanish](#)).

If close contacts develop symptoms, they should immediately call their health care provider.
Symptoms include:

- fever
 - chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea
- **Return to Work:** Follow return to work guidance for COVID-19 cases and close contacts.
 - **COVID-19 positive staff may return to work if:**
 - It has been 10 days since testing positive for COVID-19 or the onset of symptoms;
 - AND symptoms are improving;
 - AND there has been no fever without use of fever reducing medication in the past 24 hours (1 day).Marin County Public Health does not recommend repeat COVID testing. We do not recommend requiring COVID-positive employees test negative for COVID-19 before returning to work.
 - **Close contacts of COVID-positive employee may return to work:**
 - After 14 days of quarantine (even if they test negative); or,
 - If they test positive, see guidance above.
 - **Monitor for symptoms:** All other employees who were at the physical workplace 48 hours before the COVID-positive person was sent home should monitor themselves for symptoms for 14 days from the last day the COVID-positive person was a work (see symptoms list above).
 - **Institute cleaning and disinfection measures:** Ensure proper cleaning as recommended by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
 - **Ensure employees use prevention best practices to stop the spread of COVID-19:**
 - Wear a face covering properly (covering mouth AND nose) at all times
 - Frequently wash hands with soap and water for a full 20 seconds (preferred) or use an alcohol-based sanitizer
 - Avoid touching your face
 - Using a tissue or your elbow for coughs and sneezes – DO NOT use hand to cover
 - Keep social distancing (keep 6 feet away from others)

Where to get more information

- For the most up-to-date Coronavirus and COVID-19 information visit the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- For up-to-date Marin information visit Marin County COVID Information at <https://coronavirus.marinhhs.org/>
- For information about reopening businesses and economic assistance visit <https://marinrecovers.com/>

This document was updated on June 29, 2020.