

If an Employee Tests Positive for COVID-19: Act Quickly

The most important step to take if an employee tests positive for COVID-19 – or is ill and believes they may have the virus – is to act quickly. The clock is ticking to keep your employees safe, so be prepared with an emergency plan for your business.



ACT QUICKLY CHECKLIST:

- ☐ Don't panic. Address your employee with understanding.
- ☐ If your employee is feeling ill or has a confirmed case at work, send them home immediately.
- ☐ Have them wait in your designated waiting room away from others if they require medical attention or are waiting for transportation. Limit exposure and wear a mask.
- ☐ If a positive test is confirmed, ask the employee to make a list of co-workers, clients, or vendors they've come in close contact with (within 6 feet) for extended periods (between 10-30 minutes) in the last 14 days.
- ☐ Communicate the potential exposure to these contacts, but **DO NOT identify the employee to protect their privacy, as required under various federal and state laws.** Advise them to self-isolate, monitor symptoms, and consult their doctor.
- ☐ Send home any employees identified and advise them to self-quarantine for the amount of time designated by [CDC guidelines](#).
- ☐ Communicate the illness to your employees while keeping the affected employee(s) confidential.
- ☐ In communications to employees, calm fears but stick to the facts. See [Communication is Key](#) section.
- ☐ Disinfect the immediate worksite following [CDC guidelines](#). Inform building management so they can also disinfect common areas.
- ☐ Your designated COVID point person should contact affected employees to share benefits-related information and keep updated on their conditions.

Questions?

Call our team at **(808) 791-4900**.

This material is provided for informational purposes only and does not include state or local guidance related to COVID-19. In addition, it should not be used as legal or medical advice. Please consult a legal or medical professional for further advice.