

If an Employee Tests Positive for COVID-19: Stop the Spread

If one of your employees tests positive for COVID-19, your priority, for your workplace and community, is to stop the spread. Take steps to disinfect affected workplace areas and start contact tracing to minimize the extent of the virus.



STOP THE SPREAD CHECKLIST:

- ☐ Identify areas used by infected employee(s) and close them off.
- ☐ Increase ventilation to the areas by opening windows and doors.
- ☐ Inform your building management of the infection so they can disinfect common areas.
- ☐ To reduce exposure, wait up to 24-hours before disinfecting.
- ☐ Wear proper PPE, including masks, gloves, eye protection, and gowns throughout the cleaning process.
- ☐ Clean and disinfect all areas used by affected employee(s) and all high-touch surfaces throughout the workplace. Cleaning with soap and water reduces germs on the surface, while disinfectants kill germs.
- ☐ Wash hands frequently for 20 seconds or longer during this process.
- ☐ The affected workplace spaces can be opened after it has been thoroughly disinfected.
- ☐ Continue to clean and disinfect regularly. For more information, read the [CDC's Cleaning and Disinfecting Your Facility](#) and [Reopening Guidance for Cleaning and Disinfecting](#).
- ☐ 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.
- ☐ For employers, you may need to indicate a positive COVID-19 test on your OSHA Form 300 log.

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.