

# Employer Positive COVID-19 Case Contact

- When a positive case is reported to the Health Department, an epidemiologist will contact the positive individual or their emergency contact to determine where the individual was while they were sick.
- If it is determined that the individual worked while they were ill, the epidemiologist will note the dates that the individual worked and obtain contact information for the employer.
- After the contact tracing is completed, the epidemiologist will contact the employer to inform them of the exposure.
- When the employer is reached, the epidemiologist will ask to speak to HR or Management. Once HR or Management is reached, the epidemiologist will identify the positive case and verify the date(s) the individual worked.
- Once the dates have been confirmed, the epidemiologist will provide the employer instruction for the identification of close contacts. A close contact is someone who spent greater than thirty (30) minutes within six (6) feet of the ill employee. Employers should identify any close contact that occurred up to **48 hours prior to the onset of symptoms** in the positive case.

The employer will be instructed to work with managers and shift leads to identify any close contacts. Once close contacts are identified, the employer must contact those employees to notify them of their exposure to COVID-19 and ask if they are currently experiencing symptoms.

- If the close contact reports they are healthy, the employer must inform the contact they will be excluded from work and instruct them to self-quarantine at home for 14 days from the date which they last worked with the case (most recent exposure). This could include the 48 hours prior to symptoms if the contact worked with the positive case prior to symptoms developing. Employers **should not** identify the positive individual.
- If the close contact reports they are ill/sick, the employer must inform the contact that they will be excluded from work and instruct them to self-isolate in their home for a minimum of seven (7) days and remain in self-isolation for three (3) full days **after** their last fever has resolved without use of medication.
- If any close contacts have further questions, they should be directed to the Mercy and ProMedica nurse COVID-19 hotlines:
  - 419-251-4000 (English Only)
  - 419-291-5355 (Multilingual)

