DC | HEALTH

March 19, 2020

Coronavirus (COVID-19): Guidelines for Employers in Non-Healthcare Settings

These guidelines are intended for use by employers in non-healthcare settings when an employee reports they are undergoing laboratory testing for COVID-19 or have a positive laboratory test result for COVID-19.

DC Health recommends that employers follow the guidance below:

(1) If an employee notifies their employer that they have COVID-19, the employer should confirm if the employee is reporting a **pending** test result or a **positive** test result.

(2) **If an employee reports they were tested for COVID-19 and the result is pending, DC Health recommends the following:**
   a. The employee undergoing testing for COVID-19 should self-quarantine at home until the results of the laboratory test are reported as negative, or for a specific period of time that is recommended by DC Health.
   b. It is not necessary for employees who had contact with the employee who is undergoing testing for COVID-19 to be sent home while the test results are pending. Employees should continue to follow their employer's sick leave policy.
   c. Perform a thorough cleaning/disinfection of the person's workspace.

(3) **If an employee reports they were tested for COVID-19 and the result is positive, DC Health will perform a contact investigation. DC Health recommends the employer perform the following until they receive further guidance:**
   a. Confirm the dates that the employee that tested positive worked and verify if the employee had symptoms such as fever, cough, or shortness of breath while present at the workplace.
   b. If the employee that tested positive had symptoms while in the workplace, identify which employees had close contact[1] with the employee that tested positive while he/she was symptomatic. Refer to the close contact definition below.
   c. Instruct employees that had close contact with the employee that tested positive (while he/she was symptomatic) to stay at home. These employees should monitor for fever, cough, and shortness of breath, and consult with their healthcare provider if they develop any of these symptoms.

(4) DC Health will follow-up with close contacts for further guidance as part of our investigation.

(5) Refer to the DC Health https://coronavirus.dc.gov/ and the Centers for Disease Control and Prevention (CDC) https://www.cdc.gov/coronavirus/2019-ncov/index.html websites for the most up-to-date situational information.

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[1] **Close contact** is defined as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (e.g., being in the same office or meeting as the positive employee while the employee was symptomatic) **or** (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Note: This definition does not include all individuals on the same floor or in the same building as a positive employee, unless they also meet criteria (1) or (2).