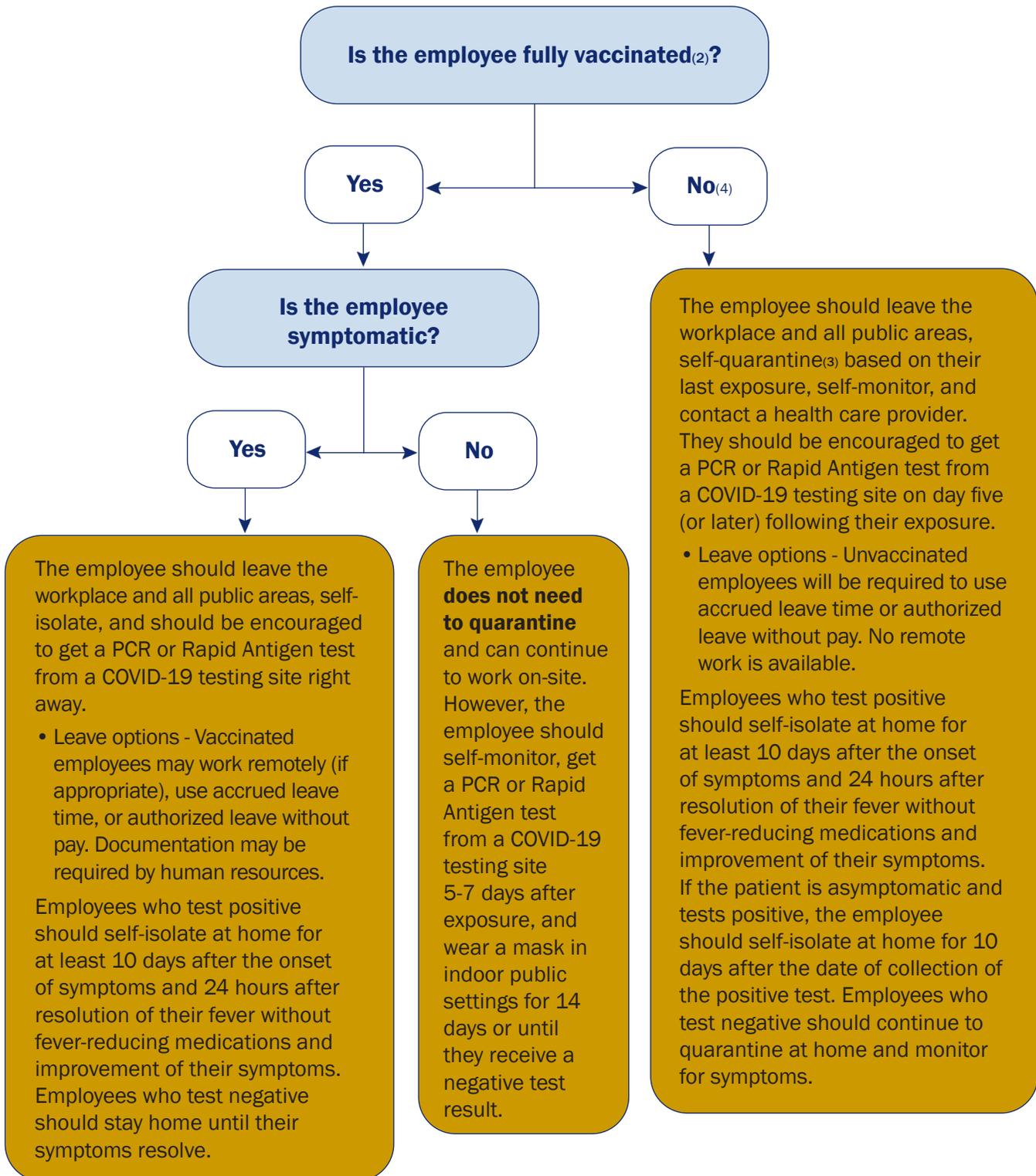


# You have an employee who reports close contact<sup>(1)</sup> with a COVID-19 positive person.



More specific and detailed information is contained on the next page in footnotes.



## You have an employee who reports close contact<sup>(1)</sup> with a COVID-19 positive person.

### Footnotes:

1. To be considered close contact, the employee would need to:
  - a. be within 6 feet or less of a positive person for more than 15 minutes over a 24-hour period during the two days prior to a positive person's symptom onset through the time that person was isolated or in the two days prior to an asymptomatic person's date of collection of their positive test through the time that person was isolated; or
  - b. have direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on or coming in physical contact with surfaces where the employee works such as their desk prior to cleaning)
  - c. these close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers.
2. Someone is considered fully vaccinated if it has been  $\geq 2$  weeks following the receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single dose vaccine.
3. Self-quarantine guidance is as follows:
  - a. 14-day quarantine: CDC continues to recommend quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. A 14-day quarantine has the least risk of spreading the virus.
  - b. 10-day quarantine: Acceptable option to 14-day quarantine. Individuals who remain asymptomatic may discontinue quarantine after day 10 without the need for a negative test. It is absolutely critical that individuals using this option must diligently self-monitor for symptoms, wear a mask at all times except in personal workspaces and while eating, socially distance at least 6 feet, practice effective hand hygiene, and avoid crowds for the full 14 days.
  - c. 7-day quarantine: If staffing options are limited, individuals may use the 7-day option with a negative PCR test. The test must be collected on day 5 or later, and negative results must be received before ending quarantine. Quarantine must not end before a full 7 days. It is absolutely critical that individuals using this option must diligently self-monitor for symptoms, wear a mask at all times except in personal workspaces and while eating, socially distance at least 6 feet, practice effective hand hygiene, and avoid crowds for the full 14 days.
4. Those who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 90 days if they do not develop symptoms again. People who develop symptoms again within 90 days of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.



# You have an employee exhibiting or reporting COVID-19 symptoms.

Has the employee come into close contact<sup>(1)</sup> with anyone who is presumptive positive<sup>(2)</sup> or has tested positive for COVID-19?

Yes

No

Instruct the employee to leave the workplace and all public areas, self-isolate, follow [CDC guidance](#), contact a health care provider and get a PCR or Rapid Antigen test from a COVID-19 testing site. Employees with questions can contact the [IDOH COVID-19 Call Center](#) (8 a.m. to 5 p.m., Mon. - Sat.) at 877-826-0011.

- Leave options - **Vaccinated employees** may work remotely (if appropriate), use accrued leave time, or authorized leave without pay. Documentation may be required by human resources. **Unvaccinated employees** will be required to use accrued leave time or authorized leave without pay. No remote work is available.
- The workspace should be cleaned according to cleaning standards. [Refer to CDC Guidance: Cleaning All "High-Touch" Surfaces Everyday](#)

Do their symptoms correspond with a known medical condition?

Yes

No

The employee may return to work; however, employees are encouraged to stay home and use their accrued leave time if they are ill.

Has the employee chosen to get tested?

Yes

No

If the employee receives a negative PCR or Rapid Antigen test from a COVID-19 testing site, they may return to work after symptoms resolve and they remain fever free (without the use of fever reducing medications) for a period of 24 hours OR with a note from a health care provider stating there was an alternative diagnosis, and the employee remained fever free (without the use of fever reducing medications) for a period of 24 hours.

- Note: If the employee is ill or experiencing symptoms that do not correspond with a known cause (e.g. allergies), they should remain home and consult a health care provider.

Employees who test positive should self-isolate at home for at least 10 days after the onset of symptoms and 24 hours after resolution of their fever without fever-reducing medications and improvement of their symptoms. If the patient is asymptomatic and tests positive, the employee should self-isolate at home for 10 days after the date of collection of the positive test.

If the employee chooses not to get tested for COVID-19, the employee should return to work only after following the [CDC Guidance: How to Discontinue Home Isolation](#) and [CDC Guidance: Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19](#).

Instruct the employee to leave the workplace and all public areas, self-isolate, follow [CDC guidance](#), contact a health care provider and get a PCR or Rapid Antigen test from a COVID-19 testing site. Employees with questions can contact the [IDOH COVID-19 Call Center](#) (8 a.m. to 5 p.m., Monday through Saturday) at 877-826-0011.

- Leave options - **Vaccinated employees** may work remotely (if appropriate), use accrued leave time, or authorized leave without pay. Documentation may be required by human resources. **Unvaccinated employees** will be required to use accrued leave time or authorized leave without pay. No remote work is available.
- The workspace should be cleaned according to cleaning standards. [Refer to CDC Guidance: Cleaning All "High-Touch" Surfaces Everyday](#).

More specific and detailed information is contained on the next page in footnotes.



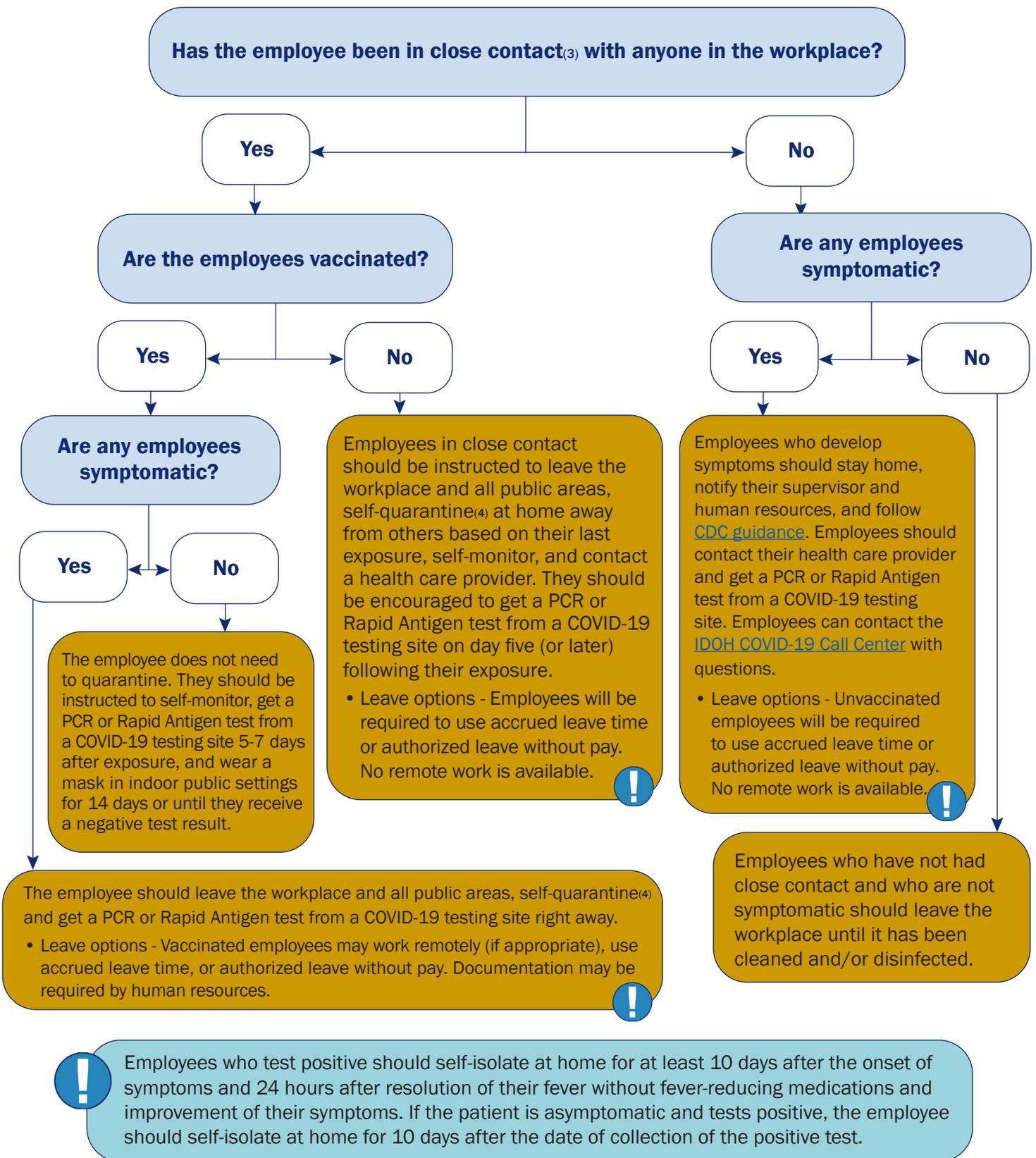
## You have an employee exhibiting or reporting COVID-19 symptoms.

### Footnotes:

1. To be considered close contact, the employee would need to:
  - a. be within a close distance (6 ft or closer) of a positive person for more than 15 minutes over a 24-hour period during the two days prior to a positive person's beginning of symptoms through the time that person was isolated or in the two days prior to an asymptomatic person's date of collection of their positive test through the time that person was isolated; or
  - b. having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on or coming in physical contact with surfaces where the employee works such as their desk prior to cleaning) These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers.
2. For our purposes, a presumptive positive will be treated the same as a positive test.



**You have an employee who has tested positive<sup>(1)</sup> or is presumed positive for COVID-19<sup>(2)</sup>.**



More specific and detailed information is contained on the next page in footnotes.



## You have an employee who has tested positive<sup>(1)</sup> or is presumed positive for COVID-19<sup>(2)</sup>.

### Footnotes:

1. Employees who test positive should self-isolate at home for at least 10 days after the onset of symptoms and 24 hours after resolution of their fever without fever reducing medications and improvement of their symptoms. If the patient is asymptomatic and tests positive, the employee should self-isolate at home for 10 days after the date of collection of the positive test.
2. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the workplace, the space should be cleaned and disinfected according to [CDC: Cleaning and Disinfecting Your Facility](#) (See#7). Note: Some state offices have multiple agencies with separate door entry by agency.
3. Fully vaccinated individuals should not be considered a close contact if they remain asymptomatic. To be considered a close contact, the employee would need to:
  - a. be within a close distance (6 ft. or less) of a positive person for more than 15 minutes over a 24-hour period during the two days prior to a positive person's beginning of symptoms through the time that person was isolated or in the two days prior to an asymptomatic person's date of collection of their positive test through the time that person was isolated; or
  - b. have direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on or coming in physical contact with surfaces where the employee works such as their desk prior to cleaning) These close contact criteria apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers.
4. Self-quarantine guidance is as follows:
  - a. 14-day quarantine: CDC continues to recommend quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. A 14-day quarantine has the least risk of spreading the virus.
  - b. 10-day quarantine: Acceptable option to 14-day quarantine. Individuals who remain asymptomatic may discontinue quarantine after day 10 without the need for a negative test. It is absolutely critical that individuals using this option must diligently self-monitor for symptoms, wear a mask at all times except in personal workspaces and while eating, socially distance, practice effective hand hygiene, and avoid crowds for the full 14 days.
  - c. 7-day quarantine: If staffing options are limited, individuals may use the 7-day option with a negative PCR test. The test must be collected on day 5 or later, and negative results must be received before ending quarantine. Quarantine must not end before a full 7 days. It is absolutely critical that individuals using this option must diligently self-monitor for symptoms, wear a mask at all times except in personal workspaces and while eating, socially distance, practice effective hand hygiene, and avoid crowds for the full 14 days.

