

# COVID-19 guidance

Saginaw County



HEALTH DEPARTMENT

## Contact Tracing

Businesses, organization, and agencies should have policies and procedures in place so they are prepared to respond quickly upon receiving notification that an employee tested positive for COVID-19. These procedures will ensure that entities can confidentially notify employees who have been exposed and that work locations are disinfected in a timely manner. These procedures recommended below will allow the health department to provide robust contact tracing and are intended to help entities take necessary safety precautions while awaiting further information from the health department.

01

Upon receiving notifications that an employee has tested positive for COVID-19, immediately **contact the local health department** of where the employee lives (their county of residence). If Saginaw, please call the Saginaw County Health Department at (989) 758.3887. You will need to disclose the identity of the employee, employee address, date of COVID-19 diagnosis, and dates of work (dating back 2 days, or 48 hours, from the date of diagnosis).

02

**Immediately determine whether the employee has had contact with other employees.** If possible, ask the employee to identify coworkers he/she has come into contact with over the past 2 days. Ask the employee to further identify visitors, vendors, or third parties with whom they have come into contact at work (including off-site locations) over the past 2 days. It may be helpful to review logs, calendars, or other work documents to determine employee contact with others.

03

**The health department will help assist you in determining close contacts of the employee.** Close contact is generally observed by someone who has had less than 6 feet distance with the employee for more than 15 minutes. This general rule will be applied primarily with secondary considerations of duration, distance, symptoms, and use of any/all source control measures (e.g. face coverings) or other personal protective equipment (PPE).

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## 04

**Notify co-workers who may have come into contact with the employee within the past 2 days that they may have been exposed to COVID-19, and may wish to see a healthcare provider.** The

health department may have guidance as to whether home quarantine or self-monitoring are required based on the level of exposure and nature of work performed. The following language can be used to notify employees who have been exposed:

- a. As we continue to work through the COVID-19 pandemic, one of our many priorities includes the health and safety of our employees. Therefore, you are receiving this notice because you have been identified as someone who has been in close contact with an employee, contractor, visitor, or other persons within the facilities who has tested positive for COVID-19. Out of abundance of caution, we want to notify you as a precautionary measures so that you can monitor your health for the next 14 days and seek advice from your healthcare provider.

## 05

Employees identified as **close contacts of the confirmed positive case should be sent home for a 14 day quarantine period** unless they are a healthcare worker or other critical infrastructure employee.

- a. If the employee is exempt from the home quarantine, they should be performing self-monitoring for 14 days (taking temperatures twice daily and monitoring for symptoms of COVID-19 and reporting this to the employer's occupational health programs). Self-monitored close contacts must wear masks if they continue to work and **MUST** home quarantine when outside of work for 14 days.
- b. If the employee is NOT exempt from the home quarantine, they should be sent home for a 14 day period. Quarantined employees who are unable to telework may be eligible for paid/unpaid leave based on federal/state/local laws. Notify the employee that the local health department or designee will be performing daily monitoring with them and they will be receiving contact directly from the health department. Daily monitoring will entail having the employee take their temperatures twice daily and report any signs and symptoms to the health department or designee.

## 06

**Determine where the employee worked within the building(s) and apply cleaning and disinfection protocols,** or arrange for a

professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited by the employee (common spaces, breakrooms, bathrooms, elevators, etc.)