

TOP 5 THINGS YOU SHOULD *DROP WHAT YOU ARE DOING AND ADDRESS* IF AN EMPLOYEE REPORTS A POSITIVE **COVID** TEST

DO THIS

- 1.** Investigate, communicate, and apply leave of absence rules.¹
- 2.** Sanitize the employee's work area and ensure that your safety protocols are in effect.²
- 3.** Notify your worker's compensation carrier and instruct your employee to file a claim.
- 4.** Consider how you will address your employees' questions and concerns about their safety.
- 5.** Notify the proper governing bodies and your employees, and perform contact tracing.

NOT THAT

- DO NOT terminate your COVID-positive employee.
- DO NOT send everyone home and shut down unless you feel it is unsafe or a state or local ordinance requires it.
- DO NOT divulge the identity of the employee.
- DO NOT retaliate against any employee filing a worker's compensation claim.
- DO NOT ignore questions or issue blanket rules without engaging in the interactive process with your employees.

¹While there are many potential leaves of absence applicable to a positive COVID test (including sick leave, FMLA, CFRA, and disability leave), the Federal Families First Coronavirus Response Act is at the top of the list and is paid for through a payroll tax credit to employers. This poster explains the leave and must be disseminated to all employees: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

²More information can be found here: <https://medinamckelvey.com/wp-content/uploads/2020/04/top-five-ways-to-protect-your-business.pdf>



Additional COVID-19 Resources

State and local ordinances are changing all the time, as is the guidance from the CDC, OSHA, and the California Department of Public Health. The following websites are updated regularly and can be a great resource for questions you and your business might have after a positive COVID test.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://onwardca.org/resources/?state=ca&lang=en>

Placer County: <https://www.placer.ca.gov/DocumentCenter/View/45728/Business-Packet-Final>

