COVID-19 Outbreak Containment and Mitigation for Businesses

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Following Centers for Disease Control and
Colorado Department of Public Health & Environment recommendations

Gunnison County Health and Human Services
(970) 641-3244

Introduction

The phases of containment are:

> **OUTBREAK PREVENTION-** steps taken to monitor employees and limit the spread of COVID in the workplace

> **OUTBREAK-** declared when 2 or more confirmed COVID-19 cases are present in the workplace and do not have a link outside of work. Once an outbreak is declared there are outbreak mitigation steps to be taken and the Colorado Department of Health and Environment is notified of a business or organization meeting outbreak criteria

Below are valuable practices businesses or organizations can prepare now:

- ➢ A system to
    - o retain Employee Health Screening Records for at least 30 days
    - o provide them to Health and Human Services within 24 hours of request
- ➢ Create and or update the employee contact list with current phone numbers so that it is accurate and easily available when requested
- ➢ Create and or keep accurate:
    - o Employee shift schedules
    - o Participation rosters and phone numbers

Definitions and additional details can be found in the "Containment Packet Definitions and Information", available on the [Business Sector page](#).

Outbreak Prevention

This set of protocols is intended for:

- A business or organization where any employee or volunteer that is screened before their shift and found to have symptoms
- Has employees or volunteers that calls in reporting symptoms or develops symptoms at work
- One positive COVID-19 case
- Has employees or volunteers that have been in contact with someone who tested positive for COVID-19

The following Department of Health and Human Services person is assigned to your case and will be your primary contact:

Containment Team member:_____

Contact Information:_____

Where does your business start first?

- ♦ If an employee tests positive for COVID-19, calls in sick or becomes sick while at work, dismiss that employee from work and direct them to
  - o Report their symptoms to the Gunnison County Health Hotline (the Call Center) by having that employee call :
    - (970) 641-7660
    - select Option 1 to report their symptoms
- ❑ The supervisor is then directed to call Health and Human Services at:
  - o (970) 641-3244 and ask to speak to a public health nurse so they can report a symptomatic employee for follow-up contact

- ❑ Communicate Personal Responsibility to employee(s):
  - o those who test positive for or deemed exposed to COVID-19 are legally ordered to isolate or quarantine
  - o while staying at home is not something our community is used to doing, *it is the most effective thing anyone can do to contribute in slowing the spread of the COVID-19 virus*
  - o we cannot rely on pharmaceutical methods in controlling the virus yet
  - o Quick and appropriate actions now may help prevent a mandatory closure in the future

Next steps:

- The public health nurse or Containment Team member assigned to that employee or business will contact you as needed to begin contact tracing efforts by requesting information regarding schedules and contact information
  - Please begin compiling up-to-date schedules from the date requested by Public Health, including the 2 days before the employee began presenting symptoms
  - A contact and phone list will be requested for your entire staff
- The supervisor will communicate with the employee that the employee is responsible for updating their supervisor of any isolation or quarantine dates provided by public health
  - the isolation protocol is usually 10 days of isolation starting from onset of symptoms, being fever free without use of medication for 24 hours, this may change depending on circumstances
- Begin identifying
  - Where the employee was working so that cleaning and disinfection can be done in that area
  - Determine if deep cleaning and disinfection of your business is required, closing temporarily may be necessary to do so appropriately
- As that employee continues to communicate with public health the public health nurse will determine if testing is required. That employee will be required to continue isolation as directed.
- That employee will be responsible for notifying their supervisor of their test results and the public health nurse will initiate the contact tracing protocol.
- If an employee is unable to be contacted within 24 hours Public health will notify your business that there is an employee that tested positive and begin contact tracing efforts.

Guidance during the process:

- Employees who have been in close contact with a positive COVID-19 case may be considered for quarantine and should **not** report to work. They should contact a public health nurse at Health and Human Services **(970) 641-3244**
  Close contact is defined as- being within 6 feet for at least 15 minutes AND both parties not wearing a mask

- Initiate a plan for cleaning and disinfection of the area or facility that the employee was working in.
- Continue Routine Prevention steps:
  - Ensure all employees are wearing masks as required
  - Ensure all customers are wearing masks as required
  - Ensure physical distancing is followed by employees and customers
  - Employee Health Screening daily

- o Encourage those experiencing symptoms to stay home and report their symptoms to you and the Call Center immediately
- o Regular handwashing is the best means of reducing risk
- o Ample supplies of hand sanitizer available if unable to wash hands
- o Regular cleaning and disinfection of high touch surfaces
    - ▪ Disinfection directions located on the label must be followed to ensure that the product is being used effectively
    - ▪ Always follow directions on the label for any cleaning, sanitizing, and disinfection product used
- o Ongoing considerations for at-risk employees and customers
- o Ventilation is operating at an enhanced level and all other steps have been taken to promote more ventilation
- o Make sure signage for customers and employees is up to date
    - ▪ Signage is translated as needed so that ALL employees are informed
- o Visit https://covid19.gunnisoncounty.org/updates/ daily for COVID-19 updates in our county
    - ▪ Routine updates occur on Monday's and Thursday's but any update can be released as needed outside of those days
- o Continue to attend any COVID-19 related meetings for your business sector
    - ▪ https://covid19.gunnisoncounty.org/businesses/
- o Reach out to Gunnison County Health and Human Services as needed for any questions regarding the best routine prevention practices (970)641-3244

Guidance for Return to Work:
- Sick Employee
    - o Isolation for 10 days from first symptoms
    - o fever free for 24 hours with symptoms improving
    - o No fever reducing medicine
- Employee placed in Quarantine by Public Health
    - o After the 14 day quarantine has been completed without the employee becoming ill

Outbreak & Mitigation Steps

This phase section and set of protocols is intended for

- A business or organization where 2 or more employees or volunteers have tested positive for COVID-19 **OR** 1 employee that has tested positive with 1 or more employees presenting with symptoms
- Any business where an outbreak has been declared

The following Department of Health and Human Services person is assigned to your case and will be your primary contact;

Containment Team member:_____

Contact Information:_____

Where does your business start?

- ❑ Communicate Personal Responsibility to employee(s): see page 2; section 3
- ❑ Any employee that has been in contact with a positive COVID-19 case should be dismissed from work and direct them to call the assigned public health nurse; the public health nurse will provide guidance on next steps
- ❑ The supervisor is to screen all employees currently at the facility. Send anyone home experiencing symptoms and have them contact the assigned public health nurse
- ❑ Your business may be asked to do a temporary closure for a minimum of 24 hours

Next steps:

- Employees will be responsible for communicating with their supervisor regarding isolation and quarantine dates and any changes in their status
  - o Isolation is 10 days from symptom onset and fever free without fever reducing medication and improvement in symptoms for 24 hours
  - o Quarantine is 14 days starting on the date of exposure to a positive case
  - o Public health may send employees for testing and test results or onset of symptoms may extend the original quarantine timeframe

- That employee will be responsible for notifying the supervisor of their test results. If Public Health is unable to contact them, your business will be notified.
- Begin planning for the following
  - o Where the employee was working so that cleaning and disinfection can be done in that area

  - o Determine if deep cleaning and disinfection of your business is required, closing temporarily may be necessary to do so appropriately

- The public health nurse or Containment Team member assigned to that employee or business will contact you as needed to begin or continue contact tracing efforts by requesting information regarding schedules and contact information
- If a closure is found to be warranted, a re-opening plan is to be developed and sent into Health and Human Services for review by a Containment Team member along with the Public Health Director

  - During the closure, the following are to be done
    - cleaning and disinfecting are required to be done per CDC Guidelines
    - filling out the required COVID-19 Outbreak Reporting form and Line lists from CDPHE (links to access the documents and examples can be found on the Information and Definitions Page)
    - Continue having employees self-monitor at home and report as needed
    - an evaluation conducted by a Containment Team member must take place
- Review the Gunnison County Letter to Businesses and the Checklist for businesses and compliance with the Public Health Orders
  - CDC guidance for re-opening can be utilized as well
- The public health nurse or Containment Team member assigned to your employee or business will contact you as needed
- Remember: Before your business or organization can resume its operations, an evaluation of operations at the facility and a Re-opening Plan must be completed and any concerns addressed

Guidance during the process:

- Employees who have been in close contact with a positive COVID-19 case may be considered for quarantine and should **not** report to work. They should contact a public health nurse at Health and Human Services **(970) 641-3244**
- Initiate a plan for cleaning and disinfection of the area or facility that employee was working
- Continue Routine Prevention steps as outlined in page 3

Guidance for Return to Work: see page 4

Checklist for Workplace Outbreak Guidance for Gunnison County

Prevention:

- ☐ Employees self-monitor for COVID-19 symptoms daily
- ☐ Sick employees are not permitted at the workplace
- ☐ Actively screen employees for COVID-19 symptoms daily before they start their work shift as required per the Tenth Amended Public Health Order
- ☐ Identify where and how workers might be exposed to COVID-19 at work
- ☐ Require the use of masks or face coverings among employees and customers in public settings where social distancing is difficult to maintain
- ☐ If an employee becomes sick at work, separate them from other employees/customers and send them home
- ☐ Take action if an employee is suspected or confirmed to have COVID-19 at work by reaching out to a public health nurse with Health and Human Services at **(970) 641-3244**
- ☐ Educate employees about how they can reduce the spread of COVID-19 at work AND at home by visiting the following sources:
  - o **CDC: https://www.cdc.gov/**
  - o **CDPHE: https://www.colorado.gov/cdphe**
- ☐ For employees who commute to work using public transportation or carpooling, consider alternate forms of transportation
- ☐ Provide accommodations for at-risk employees at the workplace

Maintaining Healthy Business Operations:

- ☐ Deputize a workplace coordinator who will be responsible for COVID-19 issues
- ☐ Implement flexible sick leave and supportive policies and practices
- ☐ Communicate supportive workplace policies clearly, in multiple forms and in translated versions as needed
- ☐ Assess your essential functions and the reliance that others and the community have on your business/organization services and products
- ☐ Determine how you will operate if absenteeism spikes from increases in sick employees, those in quarantine, those caring for sick family members, and those who must stay home with their children when dismissed from childcare/school
- ☐ Establish practices and policies for physical distancing
- ☐ Employers with more than once business location should consider employee overlap between locations and the affect it can have

Maintaining Health Work Environments:

- ☐ Evaluate your building's ventilation for adjustments, and consult as needed with those in charge of ventilation for a building or the company
- ☐ Ensure the safety of your building's water system and devices from mold and *Legionella* after a prolonged shut down
- ☐ Give employees, customers, and visitors what they need to clean their hands and cover coughs and sneezes
- ☐ Perform routine cleaning and disinfection, particularly on high touch surfaces
- ☐ Perform enhanced cleaning/disinfection after people or employees suspected/confirmed to have COVID-19 have been in the workplace or building

- ☐ Limit travel and advise employees if they must travel to take extra precautions and preparations;
  - o physical distancing
  - o mask usage
  - o enhanced hand hygiene when traveling
  - o Consider plans to self-isolate upon return
  - o have supplies ready or utilize a grocery store's pick-up/delivery service
- ☐ Minimize risk to employees when planning meetings and gatherings
  - o remote participation is also an option to reduce how many people are physically in one place for a meeting

Reporting Outbreaks:
- ☐ Work with Containment Team members at Health and Human Services to determine if an outbreak has been declared
- ☐ If an outbreak is declared,
  - o Begin the paperwork for reporting an outbreak to the CDPHE and
  - o Begin filling in the Line List, which helps identify each employee at your business
- ☐ Determine details for a possible temporary closure

Mitigating Outbreaks:
- ☐ Temporarily close the workplace/facility once an outbreak is declared and work with Health and Human Services to determine the specific actions to be taken and when it is safe to re-open
  - o A re-opening plan is to be developed with a member from the Containment Team and implemented before a facility can re-open
- ☐ Screen employees for COVID-19 symptoms and exposure daily before they enter the workplace or facility to start their shift
- ☐ Send sick employees home immediately and contact the necessary Containment Team member
- ☐ Identify seemingly health employees with recent exposure to someone with COVID-19 and ensure a public health nurse is aware that those employees may have been exposed
  - o Those employees may be sent home to quarantine for 14 days
- ☐ Exclude the at-risk employees from the workplace when an outbreak is determined
- ☐ Require employees to wear face covering/masks as directed in the Tenth Amended Pubic Health Order
- ☐ Re-evaluate your ventilation system
- ☐ Increase the frequency of cleaning and disinfecting of high touch surfaces
- ☐ Implement stricter distancing policies as needed
- ☐ Be aware if limitations on testing are occurring in the community
  - o Remember, testing itself cannot always "clear" an employee for returning to work
- ☐ Additional closures may be required if the measures taken do not help prevent spread of the virus in the workplace
- ☐ Additional considerations and recommendations may be required depending on specific situations and will vary from facility to facility