



Coronavirus Resources

Business Containment Packet

Updated July 2021

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Coronavirus Resources

Symptoms of COVID 19:

MAJOR	MINOR
<ul style="list-style-type: none">• Feeling feverish and chills• Temp > 100.4 °F• Loss of taste or smell• New or unexplained cough• Shortness of breath• Difficulty breathing	<ul style="list-style-type: none">• Sore throat• Runny nose• Congestion• Muscle or body aches• Headache• Fatigue• Nausea/vomiting• Diarrhea

Isolation:

- Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms but who are positive for COVID-19) from people who are not infected.
- People who are in isolation need to remain isolated until it's safe for them to be around others.
- In Gunnison County, isolation ends 10 days after symptom onset and will include being fever free for 24 hours and symptoms improving before ending isolation.
- If tested and positive but asymptomatic, isolation ends 10 days from the test date

Quarantine:

- Quarantine is designed to keep someone who might have been *exposed* to COVID-19 away from others.
- Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.
- In Gunnison County, quarantine typically ends 14 days from the last date of exposure. *Remember, if symptoms develop, a person's quarantine can turn into required isolation.*
- Updated guidance from the CDC (December 2020) indicates that if a person in quarantine continues to exhibit no COVID-19 symptoms, then, on days 5 through 7 after exposure, that person can be tested for COVID-19.
 - If the result is negative, they may discontinue their quarantine as long as they continue to monitor for symptoms and contact public health or the Call Center immediately if symptoms develop. Retesting may be warranted if symptoms develop within the 14 days of exposure.
 - If they do not get tested on days 5-7 AND don't develop any COVID-19 symptoms, they may end their quarantine on day 10 while continuing to monitor for symptoms until day 14
 - If the result is positive, a public health nurse will direct that person on their isolation.

Close Contact:

- People who have been within 6 feet of a person infected with COVID-19 for a collective time of 15 minutes over a 24 hour timeframe.
- A person with COVID-19 is able to spread the virus two days before their symptoms started and up to 14 days after exposure.

Outbreak: As definitions for outbreaks are updated per the Colorado Department of Public Health and Environment, please defer to the available CDPHE resources for updates regarding outbreak definitions.

COVID-19 Critical Analysis:

- When a business is deemed to have an outbreak, the business will have to assess the high-risk activity that may have led to the outbreak.
 - Examples include but are not limited to: improper spacing of tables, not using floor guidance to denote 6 feet apart, not having masks available to customers, not doing employee health screens, etc.
- The business will then put this analysis in a format that Gunnison Health and Human Services (HHS) can see - paper, computer, google doc, etc. - so that HHS can assist in improving these things for the reopening plan.

COVID-19 Outbreak Form: Public health will usually direct a business to fill this out when necessary, and, is required by the State of Colorado to be filled out and submitted within 24 hours of known outbreak.

Contact tracing:

- Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (in this case COVID-19) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission.
- For COVID-19, this includes public health nurses directing cases to [isolate](#) for 10 days and contacts to [quarantine](#) for possibly up to 14 days at home.

Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious
- Notifying contacts of their potential exposure
- Referring contacts for testing
- Monitoring contacts for signs and symptoms of COVID-19
- Connecting contacts with services they might need during the self-quarantine period

To prevent the further spread of disease, COVID-19 contacts are asked to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19, unless, an asymptomatic contact is able to be tested between day 5 through 7 of exposure. A negative test between days 5-7 after exposure may shorten quarantine as long as symptoms are monitored for the full 14 days of exposure. **If symptoms develop, immediate contact with public health is needed.**

Contacts should monitor themselves by checking their temperature twice daily and watching for [symptoms of COVID-19](#).

- **What if I have been around someone who was identified as a close contact?**

If you have been around someone who was identified as a close contact to a person with COVID- 19, you should closely monitor yourself for any [symptoms of COVID-19](#). You do not need to self-quarantine. If symptoms develop, notify Gunnison County Health and Human Services by calling (970) 641-3244.

- How will contact tracers contact people?
Initial contact is by phone. If a voicemail is left, please call back at the phone number provided.

Line List: A line list is a way of organizing and monitoring employee health as it relates to COVID-19. An example can be found on page 15.

Re-Opening Plan:

- After a business or organization has been required to close due to a COVID-19 outbreak, a plan must be developed that addresses social distancing, masks, appropriate disinfecting and cleaning, etc.
- This plan is dynamic and in direct response to the COVID-19 Critical analysis that was created at closure.

Community Resources:

During the initial pandemic response, many came together to start providing resources for community members in need. That list of resources has grown over the last few months and can be found by visiting covid19.gunnisoncounty.org/community-resources/

- The Gunnison Valley Hospital can be reached at **(970) 641-1456**
- For telehealth options:
 - The Family Medicine Clinic, please call **(970) 642-8413**
 - Gunnison Valley Family Practitioners, please call **(970) 641-0211**
- If you are unable to access the information from the website, please reach out to Health and Human Services at **(970) 641-3244**, and ask to speak to a public health nurse.

COVID-19 Outbreak Containment and Mitigation for Businesses



Coronavirus
Resources

Developed July 21, 2020. Finalized August 19, 2020. Updated January and July of 2021.

Following Centers for Disease Control and Prevention
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 a specified number or more of 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 do to prepare now:

- A system to:
 - perform and retain Employee Health Screening Records for at least 30 days.
 - 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:
 - Employee shift schedules
 - Participation rosters and phone numbers

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

Outbreak Prevention

This set of protocols is intended for a business or organization that has:

- An employee or volunteer that is screened before their shift and found to have symptoms (symptom list available in the “Containment Packet Definitions and Information” document)
- Employees or volunteers that calls in reporting symptoms or develops symptoms at work
- One positive COVID-19 case
- Employees or volunteers that have been in contact with someone who tested positive for COVID-19

If any of the above occurs at your business, please call Health and Human Services at **(970) 641-3244** to speak with a Containment Team member or public health nurse.

Where Does Your Business Start?

- 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:
 - The employee needs to report their symptoms and communicate their place of employment to the Gunnison County Health and Human Services (HHS) public nurse by calling **(970) 641-3244**
 - If the employee tests positive for COVID-19 or is a close contact of someone that tested positive for COVID-19 the **supervisor** is then directed to call Health and Human Services (HHS) at **(970) 641-3244** and ask to notify a public health nurse so they can contact the employee for follow-up
- Communicate Personal Responsibility to employee(s):
 - Those who test positive for or deemed exposed to COVID-19 are legally ordered to isolate or quarantine.
 - Quick and appropriate actions now may help prevent a future outbreak.

Next Steps for Businesses or Organizations That Have an Employee Who Tested Positive for COVID-19

- 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 or 2 days before they tested positive for COVID-19.
 - 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.
 - Considerations for the building or room's ventilation system, and if any enhancements are needed, even if just temporary, to address possible increase in viral load from a symptomatic or positive employee.
- 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 that or any employee is unable to be contacted within 24 hours, Health and Human Services will notify your business that there is an employee that tested positive and begin contact tracing efforts.

Guidance during the process:

- Please refer to the table of recommendations on **page 16** regarding next steps for vaccinated and unvaccinated staff. Keep in mind if your company or organization has its own set of COVID-19 protocols for positive staff or those considered close contacts. Please call Gunnison County Health and Human Services at **(970) 641-3244** if you are unsure of how to proceed.
- 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 advised
 - Ensure all customers are wearing masks as advised to the best of your ability
 - Ensure physical distancing is followed by employees and customers when advised
 - Employee Health Screening daily is still a great prevention practice to incorporate
 - Encourage those experiencing symptoms to stay home and report their symptoms to you and Gunnison County Health and Human Services immediately
 - Regular handwashing is the best means of reducing risk
 - Ample supplies of hand sanitizer available if unable to wash hands
 - 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
 - Ongoing considerations for at-risk employees and customers
 - Ventilation is operating at an enhanced level and all other steps have been taken to promote more ventilation, such as HEPA units, or, opening windows/doors when possible to dilute the inside air
 - Make sure signage for customers and employees is current
 - Signage is translated as needed so that ALL employees are informed
 - Visit covid19.gunnisoncounty.org/updates/ daily for COVID-19 updates in our county
 - Routine updates occur weekly, but any update can be released as needed outside of those days
 - Virtual Town Halls and previously recorded sessions are also available at <https://covid19.gunnisoncounty.org/virtual-town-hall-meetings/>
 - Reach out to Gunnison Health and Human Services as needed for any questions regarding the best routine prevention practices: **(970) 641-3244**

Guidance for Return to Work:

- COVID-19 Positive Employee
 - Isolation for 10 days from first symptoms
 - Fever free for 24 hours with symptoms improving
 - No fever reducing medicine
- Sick Employee with a Negative COVID-19 Test (that is not a close contact)
 - Follow your businesses illness policy
 - Fever free for 24 hours with improving symptoms
 - No use of fever reducing medicine
- Employee placed in Quarantine by Public Health
 - Employees that are in quarantine due to being a close contact may be tested between day 5 and 7 of exposure.
 - If they test negative between day 5 and 7, they may end their quarantine on day 7 provided they continue to monitor for symptoms and notify their supervisor and public health of any symptoms that develop within the 14 days from exposure.
 - If testing is done outside that window of 5-7 days, quarantine may still last for the full 14 days if no symptoms are developed
 - If no testing is done AND no COVID-10 symptoms develop by day 10, quarantine can stop while still watching for symptoms until day 14
- Employee that lives with a positive
 - A public health nurse will determine this on a case by case basis, as not all living situations are the same in regards to shared spaces
 - Please keep communications open between employees that may be in this situation
- Sick Employee that does not qualify for testing (per Public Health)
 - Follow your businesses illness policy
 - Fever free for 24 hours with improving symptoms
 - No use of fever reducing medicine
- If an Employee REFUSES testing
 - They must isolate for 10 days from first symptoms if they are/were experiencing symptoms
 - They must quarantine for 14 days from last known contact with someone who is positive for COVID-19
 - They must be fever free with symptoms improving for 24 hours with no use of fever reducing medicine

Outbreak & Mitigation Steps

This phase section and set of protocols is intended for:

- Any business where an outbreak has been declared

Contact Health and Human Services at **(970) 641-3244** to speak with a public health nurse who will assign you a Containment Team member to assist your business with appropriate next steps based on your situation.

Where does your business start?

- Communicate Personal Responsibility to employee(s): see pages 7-8
- Any employee that has been in close contact with a positive COVID-19 case should be directed to call the assigned public health nurse; the public health nurse will provide guidance on next steps.
- The supervisor advised is to screen all employees currently at the facility. Send anyone home experiencing symptoms and have them contact Health and Human Services to speak with a public health nurse.
- Your business may be advised 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
 - Isolation is generally 10 days from symptom onset and fever free without fever reducing medication and improvement in symptoms for 24 hours
 - Quarantine is 14 days starting from the date of exposure to a positive case, but, will also be determined by Health and Human Services public health nurse as reducing quarantine time is now an option through appropriate testing on days 5 through 7 of exposure
 - Public health may send employees for testing, and test results or onset of symptoms may turn quarantine into isolation
 - If an employee refuses testing, they are required to isolate for 10 days from symptom onset and may return to work after that time, WITH improving symptoms AND no fever for 24 hours
- Employees will be responsible for notifying the supervisor of their test results. If Public Health is unable to contact them, your business may be notified.
- Begin planning for the following:
 - Cleaning and disinfecting the area where the employee was working
 - 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 your 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 COVID-19 Critical Analysis and a re-opening plan may be requested 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 may be asked to take place
- Review the [Checklist](#) for businesses to ensure your business is in 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 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:

- Please refer to the table of recommendations on **page 15** regarding next steps for vaccinated and unvaccinated staff. Keep in mind if your company or organization has its own set of COVID-19 protocols for positive staff or those considered close contacts. Please call Gunnison County Health and Human Services at **(970) 641-3244** if you are unsure of how to proceed.

Checklist for Prevention, Maintenance, and Mitigation of Health Outcomes

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
- 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 at all times
- If an employee becomes sick at work, separate them from other employees and customers and send them home
- If an employee is suspected or confirmed to have COVID-19 at work, reach 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:
 - CDC: www.cdc.gov/
 - CDPHE: 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. Refer to [Interpretive Notice & Formal Opinion #6B](#) from the Colorado Department of Labor and Employment for more information regarding paid leave under the Healthy Families and Workplaces Act for 2021
- 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 or organization's 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 one business location should consider employee overlap between locations and the affect it can have
- Consider planning for ways to reduce pandemic fatigue due to the dynamic, new, and increased expectations in the workplace

Maintaining Healthy Work Environments:

- Evaluate your building's ventilation for adjustments, and consult as needed with those in charge of ventilation for the building or 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:
 - Physical distancing
 - Mask use
 - Enhanced hand hygiene when traveling
- Minimize risk to employees when planning meetings and gatherings
 - 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,
 - Begin the paperwork for [reporting an outbreak to the CDPHE](#) and
 - Begin filling in the Line List, which helps identify each employee at your business
- Determine next steps and 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
 - 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
- Ask employees to self-screen at home during any workplace closures and report symptoms to **supervisor** and Health and Humans Services
- Identify employees with recent exposure to someone with COVID-19 and ensure a public health nurse is aware that those employees may have been exposed
- Exclude the at-risk employees from the workplace when an outbreak is determined
- Advise unvaccinated staff to follow applicable guidance for unvaccinated persons
- Re-evaluate your ventilation system
- Increase the frequency of cleaning and disinfecting of high touch surfaces

- Implement stricter distancing policies as needed
- Be aware of limitations on testing are occurring in the community
 - Remember, testing itself cannot always “clear” an employee for returning to work depending on existing sick policies and symptoms employee is experiencing
- 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

Outbreak Line List Example

The full template can be found at the following website by scrolling down to the COVID-19 Outbreak section:

<https://covid19.colorado.gov/workplace-outbreak-guidance>

	A	B	C	D	E	F	G	H	I	J
1	Facility Name:	This line list provides a template for data collection and active monitoring of staff with respiratory illness during the COVID-19 pandemic. Include all staff members with signs and symptoms of a respiratory illness. Update the list at least once daily and share with public health as directed.								 COLORADO Department of Public Health & Environment
2	Date last updated (MM/DD/YYYY):									
3	Employee Name	Date of birth (MM/DD/YYYY)	Sex	Ethnicity	Race	Position at facility	Date last worked (MM/DD/YYYY)	Returned to work?	Date returned to work (MM/DD/YYYY)	Other facilities the employee wor
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	Instructions	Residents	Staff	Other	Do not delete					

Gunnison County Vaccinated vs Unvaccinated Residents Recommendations Table

Situation Description	For those that are Fully Vaccinated	For those that are Partially Vaccinated and or Unvaccinated
Exposed or Identified as a Close Contact	<ul style="list-style-type: none"> Monitor for signs/symptoms of COVID-19 If any signs/symptoms develop, reach out to Health & Human Services at (970) 641-3244 	<ul style="list-style-type: none"> Follow directions given by public health nurse If you are not in contact with a public health nurse already, please call (970) 641-3244 and ask to speak to a public health nurse about being exposed
Experiencing Signs/Symptoms of COVID-19	<ul style="list-style-type: none"> Reach out to Health & Human Services at (970) 641-3244 to speak to someone to schedule testing 	<ul style="list-style-type: none"> Reach out to Health & Human Services at (970) 641-3244 to speak to someone to schedule testing
Quarantined and Monitoring for Signs/Symptoms of COVID-19	<ul style="list-style-type: none"> <i>Unless directed by a public health nurse otherwise</i>, quarantine is not needed for a fully vaccinated person 	<ul style="list-style-type: none"> If no signs/symptoms of COVID-19 develop by day 5 through 7 after exposure, then testing can be considered after discussion with a public health nurse If signs/symptoms do develop at any point during quarantine, call either (970) 641-3244 to schedule testing
Isolation due to a positive COVID-19 test	<ul style="list-style-type: none"> Isolation requirements and timeframes will apply as directed by a public health nurse 	<ul style="list-style-type: none"> Isolation requirements and timeframes will apply as directed by a public health nurse

To Consider as an employer or employee:

- If there is an employee illness policy that is more restrictive than the guidance in the table above, please adhere to that policy
- Is there a "Return to Work" policy that requires medical documentation or clearance to return?