



October 5, 2020

The following information is intended to help inform employers of actions you can take to protect employees, customers, and your business.

Marathon County has a very high level of COVID cases. This surge in cases has exceeded Marathon County Health Department's ability to do timely disease investigation and contact tracing. In response, Marathon County Health Department must focus disease investigations and contact tracing on higher-risk, vulnerable populations. Therefore, it may be several days before a person with a positive COVID-19 test result is contacted and that person's work close contacts identified.

#### COVID-19 Workplace Restriction Policy

For the health and safety of your employees and customers, review your current policy regarding workplace restrictions for employees who are being tested for COVID-19, have been confirmed as having COVID-19, or are a close contact to someone who has COVID-19. Inform employees who they are to notify if they have tested positive for COVID-19.

#### COVID-19 positive cases

For the COVID-19 positive employee, they need to isolate at home for at least 10 days after symptoms start and can return to work after that time as long as the employee has no fever without fever-reducing medicine and other COVID-19 symptoms have improved. A complete list of COVID-19 symptoms is available at <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm> .

Contact tracing at work. For questions about household close contacts, refer the employee to the **Are you a contact? Quarantine Guidance** document below.

You are urged to conduct close contact tracing to identify those who need to be quarantined at home to prevent other employees from becoming infected and ill. An employee is a "close contact" if **ANY** of the following situations happened while you spent time with the person with COVID-19 (even if they didn't have symptoms):

- Had direct physical contact with the person (e.g., hug, kiss, handshake)
- Were within 6 feet of the person for more than 15 minutes.
- Had contact with the person's respiratory secretions (e.g., coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food or towels or other personal items).
- Stayed overnight for at least one night in a household with the person.

Someone who is sick with COVID-19 can spread it for up to two days before they show any symptoms. People who spent time with someone two days before and during the time a person was ill are at risk. Not everyone with COVID-19 will have symptoms, but they can still spread it to others. For those who test positive without symptoms, close contacts include people the COVID-19 positive person was with the two days before their test.

Someone is a close contact to a positive needs to quarantine for up to 14 days from their last close contact with someone with COVID-19. Anyone who is a close contact of someone with COVID-19 is to get tested. If the test result is negative, individuals need to complete the up to 14-day quarantine before it is safe to go back to work or be around others. This is because the incubation period, the time between an exposure to illness, is 14 days. Many people test COVID-19 negative early and become positive later in the quarantine period. It is important for close contacts to self-quarantine and self-monitor to protect themselves, their family, your business, and the community.

The following are helpful resources to share with employees who share they have had a positive test or to share with employees who you identify as a close contact to a positive employee. For more on the guidance provided for residents who test positive or are close contacts, visit our website at <https://www.co.marathon.wi.us/Departments/HealthDepartment/COVID19.aspx>

- **Did you test positive? Isolation Guidance (.pdf)** [English](#) | [Spanish](#) | [Hmong](#)
- **Are you a contact? Quarantine Guidance (.pdf)** [English](#) | [Spanish](#) | [Hmong](#)

#### Cleaning and disinfection

Cleaning is important if someone has been ill it is important to follow COVID-19 cleaning and disinfection processes. The Centers for Disease Control and Prevention, ***Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers***, <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

We all benefit from reminders. The following is an appropriate language for signage in the workplace.

#### **Covid - What You Can Do**

- Watch your distance, stay 6 feet from others who don't live in your household. When gathering with other people, limit the number of people. Avoid group gatherings where physical distancing is hard to maintain.
- Wear a cloth face covering or mask when indoors or in an enclosed space, other than at a private residence. Properly wear masks (nose is covered and mask extends to chin; mask is without holes) when not alone in an office or enclosed space
- Stay home if you are sick, or under isolation or quarantine.
- Wash your hands frequently. Avoid touching your face. Cover your nose and mouth when coughing or sneezing.

#### HIPAA and confidentiality

Employees COVID-19 test results, isolation status, and quarantine status is protected information under HIPAA must be kept confidential. Any staff necessary to be notified of this will be reminded of this confidentiality.

Everyone's efforts toward reducing the number of positive cases is needed at this time to enable children to learn in person, ensure employees can go to work, and build consumer confidence in businesses for thriving communities in Marathon County. Please reach out to Marathon County Health Department if you have any questions, 715-261-1900. Thank you.