What can I do to prevent COVID-19 from spreading at my worksite?

- All workers should wear a mask at all times in congregate settings, when working with others, or when social distancing is not feasible. * If disposable masks are unavailable, cloth face coverings may be used. See these CDC guidelines on how to create a cloth face covering.

- All staff should **STAY HOME** if sick.
- Restrict, as described above, employees if they have a family/household member who is a confirmed or presumed positive (exhibiting COVID-19 symptoms) case for COVID-19.
- Staff should wash their hands often, cover coughs and sneezes, avoid touching shared surfaces.
- Staff should practice social distancing and remain at least six feet apart.
- Do not allow gatherings of more than 10 people. Use virtual meetings whenever possible.

Symptoms of COVID-19 include:

- Fever (temperature above 100.4 F)
- Cough
- Sore throat
- Shortness of breath
- Loss of sense of smell/taste


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**FOR UPDATES ON COVID-19 PLEASE VISIT THE CITY OF BERWYN WEBSITE** –

[www.berwyn-il.gov](http://www.berwyn-il.gov)

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**We Need You To Help Flatten The Curve!**

For further information or questions regarding best practices of SAFELY operating your business after learning of a positive case, please contact:

**Berwyn Public Health District at 708-788-6600**

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**Cook County Department of Public Health Covid-19 Hotline - 708-633-3319**
Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

Each question refers to within the past 14 days

- Did the person being evaluated travel from China?
  - No
  - Did the person have any contact with a laboratory-confirmed case of COVID-19?**
    - Yes
    - Is the person being evaluated a healthcare worker in a U.S. healthcare setting?
      - Yes
      - Refer to Guidance for Risk Assessment and Public Health Management of Persons with Potential COVID-19 Exposure**
      - No
      - Was contact within the context of living with, being an intimate partner of, or caring for a person with confirmed COVID-19 outside a healthcare facility?
        - Yes
        - Were all recommended precautions for home care and isolation followed consistently?
          - Yes
          - Did the person contact respiratory secretions or was the person within 6 feet of a case for a prolonged period?
            - Yes
            - Was the person in the same indoor environment as a case for a prolonged period but did not meet the definition of close contact (e.g., in the same classroom or same hospital waiting room)?
              - Yes
              - High Risk
                - Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel
              - No
              - No identifiable risk
                - None
                - Self observation
                - None; routine medical care
            - No
            - Low Risk
              - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
              - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
              - Stay home from work or school, avoid contact with others, don't travel. Seek health advice
          - No
          - Low Risk
            - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
            - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
            - Stay home from work or school, avoid contact with others, don't travel. Seek health advice
        - No
        - Low Risk
          - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
          - Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel
          - Stay home from work or school, avoid contact with others, don't travel. Seek health advice
        - No
        - No identifiable risk
          - None
          - Self observation
          - None; routine medical care
    - No
      - High Risk
        - Refer to Guidance for Risk Assessment and Public Health Management of Persons with Potential COVID-19 Exposure**
        - No
        - Was contact within the context of living with, being an intimate partner of, or caring for a person with confirmed COVID-19 outside a healthcare facility?
          - Yes
          - Were all recommended precautions for home care and isolation followed consistently?
            - Yes
            - Did the person contact respiratory secretions or was the person within 6 feet of a case for a prolonged period?
              - Yes
              - Was the person in the same indoor environment as a case for a prolonged period but did not meet the definition of close contact (e.g., in the same classroom or same hospital waiting room)?
                - Yes
                - High Risk
                  - Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel
                - No
                - No identifiable risk
                  - None
                  - Self observation
                  - None; routine medical care
              - No
              - No identifiable risk
                - None
                - Self observation
                - None; routine medical care
            - No
            - No identifiable risk
              - None
              - Self observation
              - None; routine medical care
          - No
          - No identifiable risk
            - None
            - Self observation
            - None; routine medical care
        - No
        - No identifiable risk
          - None
          - Self observation
          - None; routine medical care
      - No
      - Medium Risk
        - Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel
        - No
        - No identifiable risk
          - None
          - Self observation
          - None; routine medical care
    - No
    - Medium Risk
      - Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel
      - No
      - No identifiable risk
        - None
        - Self observation
        - None; routine medical care

Actions for people without symptoms consistent with COVID-19:
- Remain under quarantine authority; no public activities; daily active monitoring; controlled travel

Actions for people with symptoms consistent with COVID-19:
- Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel

*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing

**Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.
Guidance for Critical Infrastructure Worksites and Workers During COVID-19
Effective April 20, 2020

THIS GUIDANCE DOCUMENT IS INTENDED ONLY FOR CRITICAL INFRASTRUCTURE BUSINESSES AND THEIR WORKERS.

What worksites or occupations are considered critical infrastructure?

Workers, including employees, contracted vendors, temporary workers, and volunteers, in the following workplaces/occupations are considered critical infrastructure workers:

- Food (production, distribution and sales including restaurants and grocery stores)
- Federal, state, & local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Agriculture
- Critical manufacturing
- Informational technology
- Transportation
- Energy
- Government facilities

What should I do if a worker tests positive for Coronavirus Disease 2019 (COVID-19)?

- You may be informed by the individual themselves or by the Health Department that a worker at your facility has tested positive or has been directly exposed to a positive COVID-19 case. When the Health Department is notified of the positive test, they will contact you to help with the case follow-up.

- For a confirmed or presumed positive case (someone exhibiting COVID-19 symptoms), if the individual is still at work, immediately have them put on a mask (if available) and send them home. Instruct them to isolate at home for at least 7 days. They must be fever/symptom free without medication for at least 3 days before returning to work. They should also contact their health care provider or Health Department for guidance. Family/household members of confirmed/presumed positive cases are considered high risk and must self-quarantine at home for 14 days to monitor for symptoms.

- Prohibit workers from sharing headsets or other objects used near the mouth or nose.
- Increase the frequency of cleaning commonly touched surfaces.
- Businesses should work with facility maintenance staff to increase air exchanges in room.
- Workers should physically distance when they take breaks together. Stagger breaks and don’t congregate in the break room, and don’t share food or utensils.
What should I do if a worker has direct exposure to a positive case?

WHAT IS CONSIDERED DIRECT EXPOSURE TO COVID-19? (WHO IS A CLOSE CONTACT?)
- Direct exposure to COVID-19 (close contact) means an individual had at least 10 minutes of cumulative contact AND that contact was within 6 feet of the infected person during the period starting 48 hours before symptom onset.
- COVID-19 is primarily transmitted through droplets from coughing, sneezing, or talking. These droplets do not remain in the air. They fall to the ground or surfaces. This means that being in the same room as a confirmed case does not necessarily mean the person was directly exposed. Transmission occurs when an uninfected person either inhales droplets or transfers them by touching infected surfaces and then touching their mouth, nose, or eyes.

Potentially exposed critical infrastructure workers may continue to work, as long as they are asymptomatic, but must adhere to the following practices prior to and during their work shift:
- Pre-Screen for COVID-19 symptoms when arriving for a shift:
  - Employers should measure the employee’s temperature and assess symptoms prior to them starting work.
  - Ideally, temperature checks should happen before the individual enters the facility.
  - Check temperature and symptoms a second time during their shift.

**IF SYMPTOMS DEVELOP, A WORKER MUST NOTIFY THEIR SUPERVISOR AND IMMEDIATELY LEAVE THE WORKPLACE.**

- Wear a facemask at all times at the worksite until 14 days after date of exposure or potential exposure.
- Practice social distancing. The employee should maintain 6 feet of distance from others as their duties permit.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- Workers should wash hands frequently with soap and water or use hand sanitizer with at least 60 percent alcohol, cover coughs and sneezes with a tissue and immediately throw the tissue in the trash and wash their hands, or if no tissue is available, cough or sneeze into their elbow, and then wash their hands.
- Any business with areas open to the public that have a worker who is a confirmed or presumed positive COVID-19 case AND that worker has worked in the facility within the last 72 hours must temporarily close the public area and may not reopen it until they have cleaned and disinfected the public access areas.
- Restaurants shall clean and sanitize all food preparation and food storage areas.
- After the positive worker has been sent home and the areas described above have been cleaned, disinfected, and/or sanitized, the facility may re-open. **FACILITY MUST BE MANNED BY STAFF THAT HAVE NOT HAD DIRECT EXPOSURE TO THE POSITIVE CASE.**

WHEN CAN MY STAFF RETURN TO WORK?

- Confirmed/presumed cases must isolate for a minimum of seven days after symptom onset or a positive test (whichever is first) AND must be fever and symptom-free for at least 3 days.

  **BOTH CRITERIA MUST BE MET IN ORDER FOR THE STAFF MEMBER TO RETURN TO WORK.**

Example 1: If a staff member tested positive, isolated for 7 days, but were fever free and feeling well on day 4, he/she should not return to work until day 8. They would have isolated for the minimum seven days and been fever and/or symptom free for 3 days without the use of fever reducing medications.

Example 2: If a staff member tests positive, isolates, but fever and symptoms do not end until day 12 after a positive test, he/she could not return until day 16. Even though the minimum seven-day isolation requirement was met, the staff member could not return to work until they were fever and symptom-free for 3 days.

If your worksite requires employees have a doctor’s note before returning to work, that must be obtained by the employee through their healthcare provider. The Health Department does not provide return to work notes.