



A Tradition of Stewardship  
A Commitment to Service



**Public Health**  
Prevent. Promote. Protect.

## **GUIDANCE FOR EMPLOYERS AND THE COMMUNITY REGARDING COVID-19 INFECTION AND EXPOSURE**

General guidance and **step-by-step recommendations are provided below should you or any of your employees test positive for COVID-19 or have close contact with a person who tested positive for COVID-19.** Public Health and Environmental Health are available to help you navigate next steps and assist you with minimizing the spread of COVID-19.

**Public Health** can be reached at 707-253-4270 (707-204-4359 after hours and weekends). They will give you guidance regarding any possible isolation of employees that came in close contact with the infected employee, direction on what needs to happen before an employee can return to work and education and other resources.

**Environmental Health** should be contacted at (707) 253-4417 for assistance related to food facilities operations, such as cleaning and sanitizing protocols required so your facility can safely remain in operation.

This guidance is not intended to replace medical evaluation or any other recommendations by the U.S. Centers for Disease Control and Prevention (CDC) or the California Department of Public Health (CDPH). All information is subject to change.

**This guidance is inclusive of sensitive occupations, including child-care workers and food handlers.**

### **What do I do if an employee tests positive for COVID-19?**

1. Send the employee home immediately and follow the guidance in the flow chart in this guidance document:  
<https://www.countyofnapa.org/DocumentCenter/View/18013/If-an-Employee-Tests-Positive-for-COVID19>
2. An employee should not be allowed to return to work until meeting the criteria in this guidance document:  
<https://www.countyofnapa.org/DocumentCenter/View/18012/Returning-to-Work>
3. Notify Public Health at 707-253-4270.
4. Follow normal cleaning and sanitizing procedures with extra attention to the area where the infected employee was working and high contact surfaces. Use EPA-approved disinfectants which can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Bleach solutions (for example 1/3 cup bleach added to 1 gallon of water)

*Special thanks to Kern County for providing the guidance from which this document is based. Please contact (707) 253-4540 or [coronavirus@countyofnapa.org](mailto:coronavirus@countyofnapa.org) if you have questions regarding this guidance.*



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and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply. More information on cleaning can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

5. Educate staff including information on where to be tested, you can get more information here: <https://www.countyofnapa.org/2776/COVID-19-Testing> or you can call 707-253-4540 (M-F, 8-5pm).
6. Set up employee health pre-screening prior to shifts and conduct regular monitoring.
7. Wash HANDS often; cough into your ELBOW; do not touch your FACE; keep SPACE between yourself and others of least 6 feet; STAY HOME if you FEEL sick.

### **What do I do if an employee has been exposed to a coworker or family member who tested positive for COVID-19?**

1. If the employee **had prolonged exposure** to the person that tested positive for COVID-19 follow the directions in this guidance document: (<https://www.countyofnapa.org/DocumentCenter/View/18010/If-an-Employees-Household-Member-Tests-Positive-and-Ongoing-Exposure-Occurs>). Prolonged exposure includes contact within 6 feet for more than 15 minutes with the infected individual in the 2 days before the individual developed symptoms.
2. If the employee **did not have ongoing exposure** to the person that tested positive for COVID-19 follow the directions on the guidance: (<https://www.countyofnapa.org/DocumentCenter/View/18009/Employees-Close-Contact-Tests-Positive-and-No-Ongoing-Exposure>).

### **When can an employee return to work?**

1. An employee that was diagnosed with COVID-19 may not return to work until they meet the CDC criteria for discontinuation of isolation-refer to this guidance document: <https://www.countyofnapa.org/DocumentCenter/View/18012/Returning-to-Work>

### **Other considerations and recommendations.**

1. Encourage employees to get tested regardless of symptoms. Retesting is also available.

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2. Normal cleaning and sanitizing procedures should be followed, with extra attention to high touch surfaces, such as door knobs, tables and condiment containers.
3. Strictly implement practices to prevent the spread of COVID-19 and train employees. Practices should include screening and monitoring employees, requiring face coverings for employees and customers, having employees and customers practice social distancing, continuing to routinely clean and disinfect the facility.
4. Review employee health policies and procedures with staff. Employee health policies should prohibit food workers from working in food establishments while sick.

**For additional information, please review the websites below:**

Local resources, including information on testing:

<https://www.countyofnapa.org/2739/Coronavirus>

COVID-19 guidance for restaurants and bars:

<https://www.countyofnapa.org/DocumentCenter/View/17844/guidance-restaurants-bars>

Information for grocery and food service workers: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>

Safety practices for workers who have been exposed to a COVID-19:

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

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