

# What should I do if my employee tests positive?



# 1

## Immediate Response.

- Clean and disinfect the workplace, focusing on high-touch surfaces and around the employee's workstation.
- In most cases, closing your facility is not necessary, provided you can maintain staffing needs while following guidance.

# 2

## Gather important information.

- Maine CDC developed a [packet](#) with all the information a business should need if someone tested positive at your work.
- You should determine:
  - The last date your employee worked.<sup>1</sup>
  - A list of people who may have had close contact<sup>2</sup> with your employee.

# 3

## Prevent the spread of COVID-19 in the workplace.

- Inform fellow employees of their possible exposure while maintaining confidentiality.
- Individuals who tested positive should remain in isolation and individuals who are close contacts should be in quarantine at home.
- Encourage employees to wear cloth face coverings.
- Encourage employees to self-screen for symptoms daily.

# 4

## Support employees who must stay home from work for quarantine or isolation.

- This may include employees who must stay home to care for sick family members.
- Share resources on stress and [mental health](#) and programs or benefits that may be available.
- Provide options for telework if possible.

For more information and resources, visit: [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus)

1: The infectious period starts up to 2 days prior to symptom onset until symptoms are resolved.

2: A close contact is someone who has been within 6 feet of a COVID-19 case for 15 minutes or more.