# 5 Steps: When Your Employee Tests Positive for COVID-19
## Guidance for New Hampshire Businesses
*Employee health information shared with their employer should be kept private.*

## 1 Identify and Exclude Employees Who Might Have COVID-19

Employees who test positive for COVID-19 or have symptoms of COVID-19 and were at their place of employment during their infectious period (starting two days prior to symptom onset or test date if a person doesn't develop symptoms) should notify their employer. Anybody with symptoms of COVID-19 should be tested.

Employers should have a designated person to whom employees report when they feel ill or have tested positive for COVID-19.

Employees who test positive for COVID-19 or have symptoms of COVID-19 should stay at home and isolate from other people. Employees should not return to work or other community settings until they meet criteria to stop home isolation.

## 2 Notify Potential Workplace Contacts & Recommend Symptom Monitoring, Masking, and Testing

Employers should have a plan in place for quickly notifying potential workplace contacts of employees with COVID-19 who worked while infectious (e.g., people working in shared office space).

Workplace contacts do not need quarantine but should self-observe for symptoms. Wearing a well-fitting face mask when around other people for 10 days after their last exposure and getting tested for COVID-19 on day 5 after an exposure (even if they do not have symptoms) is recommended. Anybody who develops symptoms should isolate and get tested.

## 3 Review Your Prevention Measures and Seek Help If You Have an Outbreak

When you initially learn about a positive employee, please refer to CDC's resources for workplaces and businesses. Contact the NH Department of Health and Human Services if you have questions or need assistance with an outbreak of COVID-19 occurring within the workplace. Our team will work closely with you to learn more about the situation and to provide guidance on how to control the spread of COVID-19.

## 4 Implement Return to Work Policy

Employees with COVID-19 should not return to work until they meet criteria to stop home isolation.

## 5 Limit the Spread

The following resources are available to you to prevent COVID-19 from being brought into your workplace and spreading:

CDC's Workplace Prevention Strategies
Isolation & Quarantine Recommendations for the General Public
Household Contact Exposure Flowchart for Deciding Quarantine
COVID-19 Testing Information
COVID-19 Vaccine Information