

Checklist for Employers: COVID-19 in the Workplace

April 2021

If an employee or guest/visitor/customer/client/patient has COVID-19 and was at your work place while [infectious](#), please take the steps below.

- ☐ If you aren't already, you should be communicating with a worker from the Health Department who will provide support. To be connected, call 802-863-7240 (Monday – Friday, 7:45 a.m. - 4:30 p.m, choose Option 8).
- ☐ Review guidance on [what to do if your employee tests positive for COVID-19](#) for important information, like when the employee who tested positive, and their co-workers with close contact exposure, can return to work. Please note:
 - People with COVID-19 can continue to test positive long after they've recovered and are no longer contagious. It should not be required for an employee who had COVID-19 to test negative before they can return to work. Instead, refer to the time-based and symptom-based strategy in the handout above to know when it's safe for an employee with COVID-19 to return to work.
 - It is not recommended to ask for documentation of a negative or positive test result.
 - The Health Department does not provide letters for employees to return to work or to be excused from work.
- ☐ Review guidance on [what to do when your co-worker has COVID-19](#), and provide the information to your employees so they are informed.
- ☐ Review guidance on [when a guest or visitor of your establishment tests positive](#).
- ☐ Review the definition of a [close contact](#) to help you identify who should quarantine.
 - For health care settings, see [Guidance for Work Exclusions among Health Care Workers who have been Exposed](#).
- ☐ Review guidance on [what to do if you are a close contact](#) for important information including how to quarantine, symptoms to watch for, and [testing](#) options.
- ☐ Complete the line list template and email it to your contact person at the Health Department. A "line list" is a spreadsheet for you to fill with names and contact information of people who had close contact with the person who tested positive.
 - [Line list for structured care facilities \(long-term care, assisted living, or other structured care settings\)](#)
 - [Line list for all other types of workplaces](#)
- ☐ Review [VOSHA's resources](#) for ongoing measures to prevent the spread of COVID-19 in your workplace and to protect the safety and health of workers and guests.
- ☐ Stay up to date by visiting the [Health Department's COVID-19 web page for Businesses and Employees](#) and the [Agency of Commerce and Community Development](#).