

# COVID-19 Guidance for Businesses



## Steps to Take When an Employee Tests Positive for COVID-19:

Business owner becomes aware an employee has tested positive.

- An ADH contact tracer may call to confirm employment of someone that has tested positive, or
- The employee receives a positive test and notifies his/her employer. This is the most likely method of notification. Business should report positive employees to the ADH at 1-800-803-7847.

The employee that tested positive should be immediately excluded from work. The employee should be asked to start isolation and not allowed to return to work until they have a letter of release from isolation issued by the ADH.

The employee's workspace should be thoroughly sanitized using an EPA-approved sanitizer. The list of approved products may be found on the EPA website at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Identify and list close contacts to the employee that tested positive.

- A close contact is anyone that had contact with the employee at a distance of 6 ft. or less for a duration of 15 or more minutes. You may need to ask the employee or coworkers for their input to determine contacts. Surveillance cameras can also be helpful.
- Compile the contact list along with phone numbers of the contacts.

A contact tracer will call you and help you identify what time period the employee may have been infectious. This may change the contact list slightly.

Provide the contact list to the ADH contact tracer.

Employees on the contact list will need to quarantine for 14 days, starting from the last contact they had with the positive employee.

Like the positive employee, the close contacts will need to be excluded from work during their quarantine time period. They should not be allowed back to work until they can provide you with a letter of release from quarantine issued by ADH.

ADH does not close businesses that have employees test positive. If their workstation included areas where the public is allowed to enter that area may need restricted access when cleaning occurs.

If the number of employees that test positive or are close contacts exceeds the number of employees needed to operate the business, then other alternatives will need to be arranged. Strategies may include: reduced services (like drive through or curbside only) or hiring more employees.

**If you have any questions, you may call the ADH hotline at 1-800-803-7847.**

**Learn more at [healthy.arkansas.gov](https://healthy.arkansas.gov)**