

# PREVENTING THE SPREAD OF COVID-19 IN THE WORKPLACE

## Screening & Monitoring

To help protect your employees and the public against the spread of COVID-19, we suggest that employee screening procedures are implemented to reduce the spread in your workforce. The following information can act as a guide for employers who may wish to screen employees each day before work.



Display the attached sign at all employee entrances and in the break room. It will inform those entering that they must complete a screening before beginning their work day. It includes a list of common COVID-19 symptoms.

Symptoms could include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



If any employee is experiencing any of these symptoms, they should go home and contact a health care provider to arrange for testing.

If an employee is not experiencing any symptoms, they should use a contact-less or forehead thermometer to take their temperature and record it on the attached tracking log.



**If they have a temperature that is greater than 100.4 ° F they have a fever and should go home and immediately contact a health care provider to arrange for a COVID-19 test.**



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## Prevention Strategies

Many businesses, especially in the service industry, operate in ways that require significant levels of close contact between employees. These establishments should consider implementing the following strategies and policies that are recommended by the Center for Disease Control and Prevention (CDC) and the Springfield-Greene County Health Department to encourage behaviors that reduce the spread of COVID-19.

a. Create zones and stations in order to maintain six feet of physical distancing between employees. This may require that some job tasks and responsibilities change. Any employee interactions should be limited in order to stay under fifteen cumulative minutes per shift.



b. Consider having multiple entry points for staff to limit contact from staff in different areas. For instance in a restaurant, kitchen staff come in through the kitchen and front of house staff come in the front door.

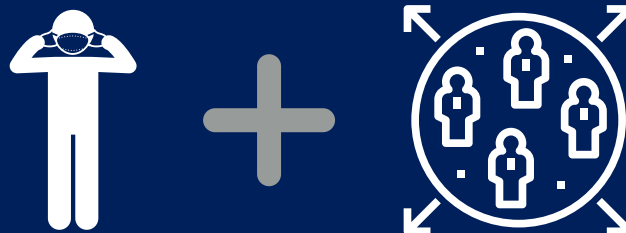


c. Establish a set schedule with cohorts of staff. Employees work in the same groups every shift. Any staff who live together or have significant non-work contact would need to be in the same cohort.

d. If physical distancing is not possible, contact with individuals who cannot distance should be avoided. For example, if the kitchen is not large enough to properly distance then service staff should distance themselves from all kitchen staff to avoid any close contact.

These strategies and policies should be used in conjunction with requiring employees who are sick to stay home, encouraging proper hand washing and personal hygiene, maintaining a high standard of cleanliness, regularly disinfecting surfaces, maintaining physical distancing, etc. It is strongly recommended that businesses where masking is not mandated still require all staff and customers to use face coverings, especially when physical distancing is difficult or impossible.

**While face coverings are important, they are not a substitute for physical distancing. Limiting the number of close contacts between employees is a proactive step to help avoid staffing shortages that could result if that employee contracts COVID-19.**



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# WHAT TO DO WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19

1

IF AN EMPLOYEE HAS A POSITIVE DIAGNOSIS, THAT EMPLOYEE MUST IMMEDIATELY BE SENT HOME AND BEGIN ISOLATING.

2

EMPLOYERS SHOULD THEN CREATE A LIST OF EVERYONE WHO HAD CLOSE CONTACT WITH THE COVID-19 POSITIVE INDIVIDUAL BEGINNING 48 HOURS PRIOR TO THE START OF THEIR SYMPTOMS. THIS INCLUDES BOTH CUSTOMERS AND OTHER EMPLOYEES.

3

NOTIFY ALL CLOSE CONTACTS THAT THEY HAVE BEEN EXPOSED AND THAT THEY MAY BEGIN SELF-QUARANTINING WHILE THEY WAIT FOR A CALL FROM THE HEALTH DEPARTMENT. BE PREPARED TO SHARE THIS LIST OF CONTACTS WITH THE HEALTH DEPARTMENT.

## SYMPTOMS OF COVID-19

COULD INCLUDE:

- FEVER OR CHILLS
- COUGH
- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- FATIGUE
- MUSCLE OR BODY ACHES
- HEADACHE
- NEW LOSS OF TASTE OR SMELL
- SORE THROAT
- CONGESTION OR RUNNY NOSE
- NAUSEA OR VOMITING
- DIARRHEA

**CLOSE CONTACT** IS SPENDING 15 CUMULATIVE MINUTES OR MORE WITHIN 6 FEET OF AN INFECTIOUS PERSON, REGARDLESS OF IF THEY ARE WEARING A MASK. CLOSE CONTACT IS ALSO ANY PHYSICAL CONTACT FOR ANY LENGTH OF TIME.

**ISOLATION** IS FOR PEOPLE WHO HAVE TESTED POSITIVE FOR COVID-19. PEOPLE WHO ARE IN ISOLATION SHOULD SEPARATE THEMSELVES FROM OTHERS LIVING WITH THEM BY STAYING IN A SPECIFIC "SICK ROOM" OR AREA AND USING A SEPARATE BATHROOM IF POSSIBLE. THEY ARE REQUIRED TO STAY HOME AND AWAY FROM OTHERS UNTIL THEY ARE CLEARED BY THE HEALTH DEPARTMENT.



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# WHAT TO DO WHEN AN EMPLOYEE HAS BEEN EXPOSED TO COVID-19

1

ANYONE WHO HAD CLOSE CONTACT WITH A COVID-19 POSITIVE INDIVIDUAL SHOULD BE SENT HOME TO BEGIN QUARANTINING FOR 14 DAYS, BEGINNING ON THEIR LAST DATE OF CONTACT TO THAT INDIVIDUAL. IF AN EMPLOYEE BELIEVES THEY WERE IN CLOSE CONTACT WITH COVID-19 POSITIVE INDIVIDUAL OUTSIDE OF THE WORKPLACE, THEY SHOULD NOT WAIT FOR THE HEALTH DEPARTMENT TO CONTACT THEM TO START QUARANTINING.

2

LET EMPLOYEES KNOW THAT THE HEALTH DEPARTMENT WILL BE IN TOUCH TO DISCUSS ANY DETAILS AND TELL THEM THEY SHOULD BEGIN MONITORING FOR ANY SYMPTOMS. IF AN INDIVIDUAL WHO IS QUARANTINING BEGINS SHOWING SYMPTOMS, THEY SHOULD CONTACT THEIR PRIMARY CARE PHYSICIAN OR CALL (417) 874-1211 FOR TESTING OPTIONS.

3

ANYONE WHO WORKED WITH THE COVID-19 POSITIVE INDIVIDUAL BUT DID NOT HAVE CLOSE CONTACT WITH THEM CAN CONTINUE TO WORK, BUT THEY SHOULD MONITOR FOR SYMPTOMS. IF THEY BEGIN EXPERIENCING ANY SYMPTOMS, THEY SHOULD SEEK TESTING AND ISOLATE IMMEDIATELY.

**CLOSE CONTACT** IS SPENDING 15 CUMULATIVE MINUTES OR MORE WITHIN 6 FEET OF AN INFECTIOUS PERSON, REGARDLESS OF IF THEY ARE WEARING A MASK. CLOSE CONTACT IS ALSO ANY PHYSICAL CONTACT FOR ANY LENGTH OF TIME.

**QUARANTINE** IS FOR PEOPLE WHO ARE NOT CURRENTLY SICK BUT WERE LIKELY EXPOSED TO COVID-19 FROM A COVID-19 POSITIVE INDIVIDUAL. PEOPLE IN QUARANTINE MAY OR MAY NOT BE INFECTIOUS. PER CDC RECOMMENDATIONS, THE EXPOSED INDIVIDUAL WILL BE INSTRUCTED TO QUARANTINE FOR 14 DAYS FROM THE LAST DATE OF CLOSE CONTACT WITH A POSITIVE CASE. THE INDIVIDUAL SHOULD STAY HOME, STAY AWAY FROM OTHERS AND MONITOR FOR SYMPTOMS UNTIL CLEARED BY THE HEALTH DEPARTMENT.



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