What to do if an employee tests positive for COVID-19

Updated December 2022

As a brief overview, the following steps should be taken when an employee tests positive for COVID-19 to help slow the spread:

1. Send the case home for isolation* and provide the COVID-positive employee(s) with a copy of “What to do when you test positive for COVID-19,” and this Care Connect infographic.

2. Determine if the case worked while contagious and on what days.

3. Provide written notice of potential COVID-19 exposure within one business day to all workers who were at the same work site, during the contagious period, of the person who tested positive (without disclosing the person’s identity). Give each of them a copy of "What to do if you were potentially exposed to someone with COVID-19" and this Care Connect infographic. Depending on whether they have symptoms some may need to isolate*. Sample templates to assist with notification of exposure:
   - Sample template to notify employee of potential COVID-19 exposure
   - Sample template to notify patron of potential COVID-19 exposure

4. If there are two or more cases among employees in a 7-day period or you suspect that COVID is spreading at the workplace, notify the Snohomish Health District (SHD) by completing the reporting survey at COVID-19 Facility Outbreak Notification System (clicking on the link will direct you to the reporting page). Prior to completing the survey, please complete this spreadsheet as the survey will request you upload a spreadsheet to report specific details for each case reported. In addition to reporting to SHD, you may need to report to L&I. See this document for details on the requirement to report to L&I.

*Refer to the Isolation & Quarantine Calculator or the COVID-19 Symptom Decision Trees to determine when it is safe for the case and potentially exposed staff to return to work

For additional information regarding COVID-19 and your business you can visit:

- Summary of COVID-19 Guidance and Resources for Businesses
- COVID Info for Employers | Snohomish Health District, WA
- COVID-19 Workplace Safety & Health | Labor & Industries
- Washington State COVID-19 Response for Businesses | Department of Health this webpage is more for general info, this site (COVID-19 Vaccines Toolkit for Businesses and Employers) can be found via the Resources and Recommendations page linked below, not sure we need both links

- COVID-19 Resources and Recommendations | Department of Health