COVID-19

Preventing, Reporting and Mitigating Workplace
and Non-Health Care, Non-Residential Facility Outbreaks

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COLORADO
Department of Public
Health & Environment

Contents

Purpose

With Colorado's recent transition to Safer-at-Home, this guidance was developed to aid workplaces and non-health care/non-residential facilities (referred to collectively as workplaces/facilities) in preventing, reporting, and mitigating COVID-19 outbreaks in conjunction with public health as many begin re-opening.

Note that this guidance is not specific for any one particular workplace/facility and can be adapted as necessary to specific circumstances. Guidance will be updated periodically as new guidelines and science becomes available.

Outbreak definitions

- Confirmed outbreak: Two or more confirmed cases of COVID-19 (positive laboratory test [e.g., RT-PCR]) in a workplace/facility or (non-household) group with onset in a 14-day period.
- Suspected outbreak: Two or more probable COVID-19 cases (or one confirmed COVID-19 case and one or more probable COVID-19 cases) in a workplace/facility or (non-household) group with onset in a 14-day period.
- There should also be evidence of transmission within the workplace/facility (to differentiate from situations where cases may have acquired the infection from the community).
- Additional details on individual case and outbreak definitions can be found here.

Preventing outbreaks

Workplaces/facilities can help prevent outbreaks by reducing transmission among staff, maintaining healthy business operations, and maintaining a healthy work environment per CDPHE and CDC general workplace guidelines and Colorado's Safer-at-Home public health order.

To reduce transmission among employees, workplaces/facilities should take the following actions:

- Encourage employees to self-monitor for COVID-19 symptoms daily:
  - Employees should be aware of their health and monitor themselves for COVID-19 symptoms (e.g., fever, cough, shortness of breath) daily. They should report any COVID-19 symptoms to their employer before entering the workplace/facility.
  - Employees who have thermometers should take their temperature daily and not come to work if they develop a fever (≥100.4°F/38.0°C).
  - If an employee reports any COVID-19 symptoms, refer them to the CDPHE Symptom Tracker.

- Actively encourage sick employees to stay home:
  - Employees who have COVID-19 symptoms should notify their supervisor and stay home. Sick employees should follow CDC-recommended steps to prevent the spread of COVID-19.
  - Sick employees should not return to work until the criteria to discontinue home isolation are met (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).
  - Employers should implement flexible sick leave and supportive policies and practices (see details below).

- Consider actively screening employees for COVID-19 symptoms daily (in-person or virtually) before they enter the workplace/facility:
  - Employers should implement protocols to conduct daily temperature checks and monitor for COVID-19 symptoms (e.g., fever, cough, shortness of breath) among employees in the worksite to the greatest extent possible. Ideally, temperature and symptom checks should happen before the individual enters the workplace/facility.

- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of everyone's medical status and history.
- Complete these checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- Document daily temperature and symptom checks using an employee health screening form
- As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- If an employee reports any COVID-19 symptoms, send them home and refer them to the CDPHE Symptom Tracker.

- Separate sick employees and send them home:
  - Employees who appear to have COVID-19 symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
  - If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  - Sick employees should not return to work until the criteria to discontinue home isolation are met (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).

- Educate employees about how they can reduce the spread of COVID-19 at work and at home:
  - Promote etiquette for coughing/sneezing and proper handwashing. Post signage for employees and customers on such etiquette and hygiene.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
  - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  - Practice social distancing by avoiding large gatherings (>10 people) and maintaining distance (>6 feet) from others whenever possible.

- Encourage use of face masks among employees and customers in public settings where social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

- Provide accommodations for vulnerable employees at higher risk for serious illness, such as older adults and those with certain chronic medical conditions:
  - Vulnerable employees at higher risk for serious illness should still follow the Stay at Home recommendations.
  - Prioritize teleworking for vulnerable employees as they cannot be compelled to go to work at this time.

- Take additional precautions for healthy employees with recent exposure to a person with symptomatic COVID-19:
  - Healthy employees with recent exposure to a person with symptomatic COVID-19 (whether at home or at work) may themselves become infected and develop symptoms within a 14-day incubation window. They may also be contagious in the 48 hours before developing symptoms.
  - Recent exposure is defined as a being a household member, intimate partner, caregiver without appropriate PPE, or having any close contact (<6 feet) for a prolonged period of time (>10 minutes) to a person with symptomatic COVID-19 during a period from 48 hours before their symptom onset until they meet criteria to discontinue home isolation (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).

- ○ Non-critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 should notify their supervisor immediately, quarantine at home for 14 days (thought to be the maximum incubation period for COVID-19 infection), self-monitor for possible development of fever and symptoms, and maintain social distancing (>6 feet) from others.
- ○ Critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 should notify their supervisor immediately. While quarantining at home for 14 days is advised for these employees whenever feasible, it may not be feasible for certain critical infrastructure sectors. In these cases, healthy employees with recent exposure may be permitted to work if they are pre-screened and regularly monitored for development for fever or symptoms, wear a mask during work, and social distance > 6 feet as work duties permit. If said employee becomes sick during the day, they should be sent home immediately, surfaces in their workspace should be cleaned and disinfected, and contact tracing should be initiated to identify additional exposures.

To maintain healthy business operations, workplaces/facilities should take the following actions:

- ● Deputize a **workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.

- ● Implement flexible sick leave and supportive policies and practices:
  - ○ Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
  - ○ Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Teleworking is one option. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
  - ○ Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies.
  - ○ Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Health care provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
  - ○ Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.
  - ○ Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one.
  - ○ Avoid any incentive programs that encourage sick employees to come to work.

- ● Assess your essential functions and the reliance that others and the community have on your services or products:
  - ○ Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, stagger shifts, or temporarily suspend/reduce some of your operations if needed).
  - ○ Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
  - ○ Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - ○ Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

- Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K–12 schools.
  - Plan to monitor and respond to absenteeism at the workplace.
  - Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Prepare to institute flexible workplace and leave policies.
  - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

- Establish policies and practices for social distancing. Social distancing means avoiding gatherings over 10 people and maintaining a 6-foot separation from others whenever possible. Strategies that business could use include:
  - Implement flexible worksites and allow teleworking whenever possible.
  - Implement flexible work hours.
  - Phase or stagger work shifts and breaks to reduce density.
  - Increasing physical space between employees at the worksite (e.g., rearranging workplace stations, placing distance markers, installing partitions, discouraging use of shared spaces).
  - Increasing physical space between employees and customers (e.g., rearranging customer flow, placing distance markers, installing partitions, limiting the number of customers).
  - Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events, teleconference).
  - Downsizing operations.
  - Delivering services remotely (e.g., phone, video, or web).
  - Delivering products through curbside pick-up or delivery to minimize interactions.

- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

- Consider sequestering critically important, healthy, unexposed employees in separate housing to keep them from being exposed in the community if resources allow:
  - Employees eligible to sequester must not be symptomatic nor have recent exposure to a person with symptomatic COVID-19 within the last 14 days.
  - Prior to sequestration, eligible employees should be interviewed to rule out potential exposures and should be pre-screened to rule out fever and other COVID-19 symptoms.
  - During sequestration, sequestered employees should be re-screened for fever and other COVID-19 symptoms daily. Additionally, they should be re-screened for potential exposures daily.
  - Detailed sequestration guidelines can be requested from CDPHE.

To maintain a healthy work environment, workplaces/facilities should take the following actions:

- Consider increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system to improve ventilation.

- Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:
  - Provide tissues and non-touch trash disposal receptacles.
  - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
  - Place hand sanitizers in multiple locations to encourage hand hygiene.
  - Encourage employee breaks to wash hands or use hand sanitizer.

- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Encourage use of face masks among employees and customers in public settings where social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
  - Provide appropriate protective gear like gloves, masks, and face coverings to employees as defined by OSHA industry standards.
  - Use contactless payment solutions (e.g., credit cards instead of cash) whenever possible.

- Perform routine environmental cleaning and disinfection, particularly on frequently touched surfaces:
  - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 (the virus that causes COVID-19) and are appropriate for the surface.

- Perform enhanced cleaning and disinfection after people or employees suspected/confirmed to have COVID-19 have been in the workplace or facility.

- Avoid attending meetings and gatherings in person if possible:
  - Carefully consider whether travel is necessary.
  - Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
  - Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
  - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.

Reporting outbreaks

Workplaces/facilities that suspect an outbreak (knowledge of 2 or more employees with confirmed COVID-19 within a 14-day period) should immediately take the following actions:

- Fill out the CDPHE COVID-19 outbreak report form and send it to your local public health agency to report the outbreak in accordance with Colorado statute.
- Begin identifying staff with COVID-19-like symptoms using this CDPHE COVID-19 line list template.
- Work with your local public health agency to confirm whether an outbreak exists and to determine the extent of the outbreak.

Mitigating outbreaks

If two or more cases are detected within 14 days among employees, the workplace/facility should **temporarily close**, and the outbreak should be **reported immediately** to their local public health agency. The local public health agency can help confirm an outbreak exists, identify additional cases, and determine the extent of the outbreak. They can

also work with the workplace/facility to determine what specific actions should be taken and when it would be safe to re-open.

If a workplace/facility is working closely with public health, it may be possible to conduct a rapid risk assessment and implement immediate control measures in lieu of closure.

During an outbreak, several mitigation actions should be taken **in addition** to the above outbreak prevention actions:

- Actively screen employees for COVID-19 symptoms daily (in-person or virtually) before they enter the workplace/facility:
    - Employers should implement protocols to conduct daily temperature checks and monitor for COVID-19 symptoms (e.g., fever, cough, shortness of breath) among employees in the worksite to the greatest extent possible. Ideally, temperature and symptom checks should happen before the individual enters the workplace/facility.
    - To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of everyone's medical status and history.
    - Complete these checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
    - Document daily temperature and symptom checks using an employee health screening form
    - As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
    - If an employee reports any COVID-19 symptoms, send them home and refer them to the CDPHE Symptom Tracker.

- Send sick employees home immediately for isolation:
    - Employees who appear to have COVID-19 symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Sick employees should follow CDC-recommended steps.
    - Close off areas visited by the ill people. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
    - Perform enhanced cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill people, focusing especially on frequently touched surfaces.
    - Sick employees should not return to work until the criteria to discontinue home isolation are met (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).

- Contact trace and identify healthy employees with recent exposure to a person with symptomatic COVID-19:
    - Recent exposure is defined as a being a household member, intimate partner, caregiver without appropriate PPE, or having any close contact (<6 feet) for a prolonged period of time (>10 minutes) to a person with symptomatic COVID-19 during a period from 48 hours before symptom onset until meeting criteria for discontinuing home isolation (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).
    - Information on people who had contact with sick employees during the time the employees had symptoms and 2 days prior to symptoms should be compiled. People at the facility with close contact within 6 feet of the employee for at least 10 minutes during this time would be considered exposed.
    - Your local public health agency may be able to assist with contact tracing for possible exposures occurring outside your workplace or facility.

- Send healthy employees with recent exposure to a person with symptomatic COVID-19 home to quarantine for 14 days:
  - Healthy employees with recent exposure to a person with symptomatic COVID-19 may themselves become infected and develop symptoms within a 14-day incubation window. They may also be contagious in the 48 hours before developing symptoms.
  - Non-critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 should quarantine at home for 14 days (thought to be the maximum incubation period for COVID-19 infection), self-monitor for possible development of fever and symptoms, and maintain social distancing (>6 feet) from others.
  - While there are guidelines that may permit critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 to continue to work (with a mask and other strict precautions), these may not be sufficient to mitigate an outbreak during widespread workplace/facility transmission. Quarantining certain exposed critical-infrastructure employees for 14 days may still be recommended in consultation with your local public health agency depending on level of exposure and extent of the outbreak.
- Exclude vulnerable employees at higher risk for serious illness from workplaces/facilities when outbreaks are ongoing:
  - Vulnerable employees at higher risk for serious illness should still follow the Stay at Home recommendations.
  - Employers must provide work accommodations to such vulnerable employees (such as allowing telework or time off) during workplace/facility outbreaks. They cannot be compelled to go to work.
- Consider requiring all employees to use face masks (cloth or otherwise) while in the workplace/facility:
  - Face masks may limit transmission of COVID-19 from healthy-appearing infected employees to other employees.
  - Consider pilot testing the use of face masks to ensure they do not interfere with work assignments or create a safety hazard.
  - Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.
  - Guidelines for making, wearing, and cleaning cloth face masks can be found here and here.
- Implement stricter environmental and engineering controls:
  - Work with facility maintenance staff to increase air exchanges in the building.
  - Increase the frequency of cleaning commonly touched surfaces.
  - Employees should not share headsets or other objects that are near mouth or nose.
  - Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room. Do not share food or utensils.
- Do not rely on testing to "clear" employees to work given current testing limitations:
  - COVID-19 testing could refer to either molecular (i.e., RT-PCR/nucleic acid detection) or serologic (antibody) tests.
  - Molecular (RT-PCR/nucleic acid) testing via nasopharyngeal swab is the current recommended test to confirm COVID-19 in a symptomatic person:
    - CDPHE does not recommend routinely re-testing symptomatic peoples who have already been confirmed to have COVID-19 infection.
    - Sick people confirmed to have COVID-19 should stay at home until they meet the criteria to discontinue home isolation (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications). Risk of transmission after this time is thought to be low given the best currently available evidence.

- - Molecular (RT-PCR/nucleic acid) tests should not routinely be used to test healthy persons with recent exposures:
    - Negative results do not rule out the potential for infection and may offer a false sense of security.
    - Positive results may be difficult to interpret given lack of clear infection date and unclear contagious period.
  - Strong caution is advised in using serologic (antibody) tests for diagnosis or proof of immunity given current significant limitations:
    - Certain serologic (antibody) tests may be cross-reactive with other common coronaviruses and may not be specific for COVID-19, resulting in false positives.
    - Certain serologic (antibody) tests may not be FDA authorized under the EUA.
    - No current serologic (antibody) tests have been proven to correlate with immunity yet, nor have any been FDA-validated for the diagnosis of COVID-19.
    - Therefore, current serologic (antibody) tests may not be able to diagnose COVID-19 infection nor prove immunity. Strong caution is advised in their use.
    - Current serologic (antibody) testing limitations may improve in the coming weeks/months as scientists develop and evaluate more specific tests, however.
    - FDA statements regarding serologic (antibody) tests can be found here and here.
    - IDSA statement cautioning using serologic (antibody) tests for diagnosis can be found here.
- Additional workplace/facility closure may be required by public health if widespread transmission continues to occur despite the above measures or if there are not enough staff available to run operations safely:
  - Consult with your local public health agency on when and how to re-open.
  - Closure may need to last until enough staff have finished their appropriate isolation (if sick) or quarantine (if healthy but exposed) to safely resume operations.
  - Perform enhanced cleaning and disinfection prior to re-opening. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill people, focusing especially on frequently touched surfaces.
- Additional outbreak mitigation recommendations may be recommended depending on specific situations in consultation with your local public health agency.

Appendix: Checklists for Preventing, Reporting and Mitigating Workplace/Facility Outbreaks

Preventing outbreaks

To reduce transmission among employees:

- ❏ Encourage employees to self-monitor for COVID-19 symptoms daily.
- ❏ Actively encourage sick employees to stay home.
- ❏ Consider actively screening employees for COVID-19 symptoms daily (in-person or virtually) before they enter the workplace/facility.
- ❏ Separate sick employees and send them home.
- ❏ Educate employees about how they can reduce the spread of COVID-19 at work and at home.
- ❏ Encourage use of face masks among employees and customers in public settings where social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
- ❏ Provide accommodations for vulnerable employees at higher risk for serious illness such as older adults and those with certain chronic medical conditions.
- ❏ Take additional precautions for healthy employees with recent exposure to a person with symptomatic COVID-19. Precautions may differ between critical and non-critical infrastructure employees.

To maintain healthy business operations:

- ❏ Deputize a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
- ❏ Implement flexible sick leave and supportive policies and practices.
- ❏ Assess your essential functions and the reliance that others and the community have on your services or products.
- ❏ Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K–12 schools.
- ❏ Establish policies and practices for social distancing.
- ❏ Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.
- ❏ Consider sequestering critically important, healthy, unexposed employees in separate housing to keep them from being exposed in the community if resources allow.

To maintain a healthy work environment:

- ❏ Consider increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system to improve ventilation.
- ❏ Support respiratory etiquette and hand hygiene for employees, customers, worksite visitors.
- ❏ Perform routine environmental cleaning and disinfection, particularly on frequently touched surfaces.
- ❏ Perform enhanced cleaning and disinfection after people or employees suspected/confirmed to have COVID-19 have been in the workplace or facility
- ❏ Avoid attending meetings and gatherings in person if possible; consider whether they are necessary.

Reporting outbreaks

Workplaces/facilities that suspect an outbreak should immediately take the following actions:

- ❏ Fill out the CDPHE COVID-19 outbreak report form and send it to your local public health agency.

- ❏ Begin identifying staff with COVID-19-like symptoms using the CDPHE COVID-19 line list template.
- ❏ Work with your local public health agency to confirm that an outbreak does exist and to determine the extent of the outbreak.

Mitigating outbreaks

- ❏ Temporarily close the workplace/facility once an outbreak is recognized and work with your local public health agency to determine what specific actions should be taken and when it would be safe to re-open. If a workplace/facility is working closely with public health, it may be possible to conduct a rapid risk assessment and implement immediate control measures in lieu of closure.
- ❏ Actively screen employees for COVID-19 symptoms daily (in-person or virtually) before they enter the workplace/facility.
- ❏ Send sick employees home immediately for isolation.
- ❏ Contact trace and identify healthy employees with recent exposure to a person with symptomatic COVID-19.
- ❏ Healthy employees with recent exposure to a person with symptoms of COVID-19 should quarantine at home for 14 days. Exceptions may apply for critical infrastructure employees depending on the situation.
- ❏ Exclude employees at higher risk for serious illness from workplaces/facilities when outbreaks are ongoing.
- ❏ Consider requiring all employees to use face masks (cloth or otherwise) while in the workplace/facility.
- ❏ Implement stricter environmental/engineering controls (e.g., increased air exchange, cleaning)
- ❏ Do not rely on testing to "clear" employees to work given current testing limitations.
- ❏ Additional workplace/facility closure may be required by public health if widespread transmission continues to occur despite the above measures or if there are not enough staff available to run operations.
- ❏ Additional outbreak mitigation recommendations may be recommended depending on specific situations in consultation with your local public health agency.