



COVID-19 Employee Guidance



COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.

You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.

If you have signs/symptoms of COVID-19

- Notify your supervisor and **do not** come into the office and/or worksite.
- Call your primary care provider for guidance.
- Visit NC Department of Health and Human Services website for information about symptoms <https://covid19.ncdhhs.gov/about-covid-19/symptoms>

If you received COVID-19 testing:

- Isolate at home and **do not** return to the office and/or worksite until results are received.

If your results are NEGATIVE

- You can return to the office and/or work site unless indicated otherwise by primary care provider.

If your results are POSITIVE:

- Follow isolation guidance from primary care provider or other health official.
- To return to the office and/or worksite bring a note indicating release from isolation.

If you are identified as a contact to someone who tested positive for COVID-19:

- Isolate for 14 days from your last exposure to that person
- Contact your primary care provider regarding testing at least 5-7 days after exposure.
- Isolate until results are received.
- Even if you test negative, as a contact, you must continue isolation for 14 days after your last exposure to a positive person.

If someone in your household is identified as a contact, was tested for COVID-19 and awaiting results:

- Stay home until results are received.

If their results are **NEGATIVE**

- You can return to the office and/or worksite unless indicated otherwise by your primary care provider.

If their results are **POSITIVE:**

- You are now considered a **HIGH RISK CONTACT**.
- Isolate at home and **do not** return to the office and/or work site until clearance is given by a health official.
- Contact your primary care provider or call: COVID-19 Triage Helpline at 1-877-490-6642
- The length of isolation for contacts is circumstantial and differs on case-by-case basis.
- Even if you test negative, as a contact, you must continue isolation for 14 days after your last exposure to a positive person.

Help prevent the spread of COVID-19 in the workplace. You can help prevent the spread of COVID-19 by:

- Maintaining confidentiality of the individual who tested positive, as required by the Americans with Disabilities Act.
- Encouraging employees who come into contact with patrons or other employees to wear masks. For more information about mask use, see [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#).