

In Phase 1, all businesses that are able to open should follow the guidelines for businesses at:
<https://files.nc.gov/ncdhhs/documents/files/covid-19/NCDHHS-Interim-Guidance-for-Businesses.pdf>.

For additional guidance from NCDHHS, including a checklist for business owners and signs, visit:
www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#phase-1-easing-of-restrictions.

Following these guidelines can help prevent the spread of illness for your employees and customers. **If an employee is sick with COVID-19, or thinks they might have it, here's what employers should do:**

Respond to Sick Employees

Send sick people home

- Check symptoms of all employees daily upon arrival to work. (You can use the checklist available at <https://files.nc.gov/ncdhhs/Symptom-Screening-Checklist-ENGLISH.docx>.) You may choose to check symptoms for customers and other visitors as well.
- People who appear to have symptoms of COVID-19 or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Make sure your sick leave policies support employees who may need to stay home for several days.

Clean and disinfect your facility

- If a sick person suspected or confirmed to have COVID-19 has been in your facility within the past 7 days, follow the cleaning and disinfection recommendations from the CDC available at: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html.

Notify and monitor other employees

- 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).
- Employees who were in "close contact" (within 6 feet for more than 10 minutes) with a sick person should remain at home and practice social distancing for 14 days after their last contact with the sick person. Other employees should self-monitor for symptoms for 14 days but can continue working. For critical infrastructure workers, see additional guidance for people who may have been exposed at: www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html.

Allow Employees to Return to Work

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. Under current CDC guidance, people with mild illness who are able to recover at home may not need to be tested.

Sick employees with a positive COVID-19 test or were not tested can return to work when:

- Your employee has not had a fever for 3 days without any fever reducing medication **AND**
- Your employee's other symptoms have improved **AND**
- It has been at least 10 days since your employee first had symptoms.

Sick employees with a negative COVID-19 test can return to work when:

- Your employee has not had a fever without any fever reducing medicines for 24 hours **AND**
- Your employee has felt well for 24 hours.

Employees who did not have symptoms, but tested positive for COVID-19 can return to work when:

- It has been at least 10 days since the date of your employee's first positive test **AND**
- Your employee continues to have no symptoms (no cough or shortness of breath) since the test.

Your employee can return to work without meeting the criteria above and without a negative COVID-19 test result IF they have a doctor's note allowing them to return to work.