COVID-19 is part of a class of coronaviruses that cause respiratory illness and is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces.

**Guidance if an Employee Tests Positive for Coronavirus**

If a sick employee never came to work while showing symptoms, no action is required. Symptoms of the virus include fever, cough, and/or shortness of breath. If the sick employee DID come to work while showing symptoms, the following is suggested:

1. **Cease operations, close your facility and thoroughly sanitize it.** Instructions for sanitizing your facility can be found at: [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html). Your facility can reopen as soon as it has been sanitized.
3. **Inform other employees** that they may have been exposed to COVID-19 and the day(s) on which the potential exposure occurred. Employees should monitor themselves for symptoms for 14 days and may continue to work during this 14-day period only if they do not have symptoms. They should also follow social distancing protocols (frequent hand-washing and hand sanitizer, 6+ feet distancing, avoid ride sharing or public transportation, etc).
4. **The business operator should consider informing customers that an employee tested positive for COVID-19.**

**Additional Guidance**

**Sanitizing Equipment and the Facility**

Chlorine (bleach) based sanitizer over 100ppm or quaternary ammonium-based sanitizers over 200ppm are effective at killing viruses. Use test strips to ensure that sanitizer is at the required concentration. Sanitize tables, chairs, service counters and any other areas exposed to customers routinely throughout the day. *Remember to sanitize door knobs, touch screens, faucet handles, and cabinet/drawer pulls.*

**Prevention - Handwashing**

Remind employees to wash hands with soap and water for at least 20 seconds. Hands should be washed:

- When entering the kitchen
- Before starting food preparation
- After touching your face, hair, or other areas of the body
- After using the restroom
- After coughing, sneezing, using a tissue, smoking, eating or drinking
➢ When switching between raw food and ready-to-eat foods
➢ Before putting gloves on
➢ After cleaning, bussing tables or touching any items that customers have used
➢ Between handling money/credit cards/pens/receipts and handling food
➢ After engaging in other activities that may contaminate hands.

Glove Use
Although not a requirement, the use of gloves may provide a level of protection from contamination if used properly.
➢ Wash and sanitize hands prior to putting on clean gloves,
➢ Change gloves if they become torn or heavily contaminated,
➢ Change gloves if switching from one activity to another,
➢ Remove and discard gloves, and immediately wash and sanitize hands.
➢ Be sure to wash and sanitize hands when changing gloves.

Face Coverings/Masks
CDA has recommended that N95 and medical masks be available for medical personnel. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g. grocery stores and pharmacies). The use of the face coverings is to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. The face covering/mask should entirely cover the nose and mouth and allow for unrestricted breathing. The face covering/mask should be routinely washed depending on the frequency of use.

Employee Health
Actively encourage sick employees to stay home: If an employee is experiencing any flu-like symptoms, it is recommended that they stay home until they are symptom free.

An employee who is experiencing any fever and respiratory symptoms should stay home until 3 days after they are symptom-free to prevent the spread of any illness. Maximize flexibility in use of sick leave to facilitate such time off.

Additional Information
The information and requirements pertaining to COVID-19 may change as more is learned about this virus and its transmission. Additional Information, status reports, and website links can be accessed on the County of Marin Environmental Health Services webpage: www.marincounty.org/ehs or at the CDC website, https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?