Checklist for Businesses with Suspected or Confirmed Cases of COVID-19

All businesses are obligated to keep a safe and healthy facility in accordance with state and federal law, safety and health rules for workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee’s “Safe Start” Proclamation 20-25.4, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations https://www.doh.wa.gov/Coronavirus/workplace.

Employers and workers should take additional actions to reduce the spread of COVID-19. In most cases, you do not need to shut down your facility, when you have a suspected or confirmed COVID-19 worker or patron/visitor. If an outbreak of COVID 19 is associated with your facility, additional measures may be required by the local health jurisdiction. This checklist will help you follow CDC and Washington State Department of Health requirements if you are an employer and have been notified of a positive or suspected COVID-19 employee or patron. These actions should not replace those required in your COVID-19 Safety Plan. A COVID-19 Safety Plan Template can be found on the Governor’s website at https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf.

- Work with your local health jurisdiction to identify workers diagnosed with COVID 19 and their close contacts.
- Have the worker self-isolate at home.
- Identify workers that may have been exposed to the COVID 19 positive worker or patron (include up to 2 days before the worker’s onset of symptoms through their last work shift.) Exposure includes being within 6-feet of a COVID-19 positive person for more than 15 minutes.
- Notify workers of a positive case in the establishment (maintain confidentiality of individual).
- Advise close contacts to self-quarantine at home. Contact your local health jurisdiction regarding essential workers. Essential workers who are close contacts but are symptom-free to may be allowed to remain at work but must wear mask or cloth facial coverings at all times while at work. Refer workers to COVID-19 From Exposure to Feeling Better guidance.
- Require all workers to wear proper face coverings. See Which Mask for Which Task? to determine what is required for your workers.
- Pre-screen all workers for symptoms prior to each shift. Consider a single point of entry to more easily complete worker screening.
Ensure workers and visitors maintain proper physical distancing of 6-feet. Limit the number of people in and/or rearrange breakroom furniture as needed to maintain physical distancing.

Advise staff on proper hand hygiene practices and ensure access to handwashing sinks. No additional public notification is required.

If it has been more than 7 days since the sick person visited or used the facility

- Complete routine sanitation, cleaning, and disinfection of high touch areas. Refer to the guidance on Safe Cleaning and Disinfection Guidance for Public Spaces.

If it has been less than 7 days since the sick person visited or used the facility

- Open windows and doors in the building if it is safe and use ventilation fans to increase air circulation.
- Wait 24 hours, or as long as possible, before cleaning and disinfecting the areas used by the sick person/employee.
- Clean and disinfect all areas used by the ill person. This includes offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATMs. Refer to the guidance for Safe Cleaning and Disinfection Guidance for Public Spaces.
- Vacuum the space if necessary using a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available. Do not vacuum when people are present.
- Areas can be re-opened after the proper disinfecting is complete.

More COVID-19 Information and Resources

Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee’s proclamations, symptoms, how it spreads, and how and when people should get tested. See our Frequently Asked Questions for more information.

The risk of COVID-19 is not connected to race, ethnicity or nationality. Stigma will not help to fight the illness. Share accurate information with others to keep rumors and misinformation from spreading.

- WA State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
- WA State Coronavirus Response (COVID-19)
- Find Your Local Health Department or District
- CDC Coronavirus (COVID-19)
- Stigma Reduction Resources

Have more questions about COVID-19? Call our hotline: 1-800-525-0127. For interpretative services, press # when they answer and say your language. (Open from 6 a.m. to 10 p.m.) For questions about your own health, COVID-19 testing, or testing results, please contact your health care provider.
To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.