COVID-19 Case Investigation and Contact Tracing in Non-Healthcare Workplaces:

How Employers Can Assist Health Departments

Health departments are responsible for leading case investigations, contact tracing, and outbreak investigations. When a COVID-19 case is identified that impacts a workplace, the health department may ask the employer for help. Here are some tips to ensure you and your employees are prepared to assist if contacted by the health department.

More details and resources related to each of these tips can be found within the section "Preparing to collaborate with the health department" at https://www.cdc.gov/coronavirus/2019-ncov/community/contact-tracing-nonhealthcare-workplaces.html

Establish a COVID-19 coordinator or team.

The COVID-19 coordinator or team serves as a resource for the health department and workplace to help develop and put into action hazard assessment activities.

Create and implement a COVID-19 preparedness, response, and control plan.

Use this plan to help evaluate the risk of the spread of COVID-19 in the workplace and to decide on actions to prevent its spread.
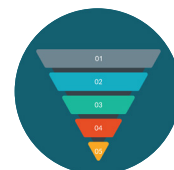
Prepare information about the workplace.

Be ready to quickly provide information and records (e.g., work schedules, attendance records, building map or floor plans) to the health department, without revealing confidential personnel records.

Conduct workplace hazard evaluation and prevention activities.

Carry out a relevant hazard assessment to identify potential exposures to COVID-19, and use hierarchy of controls methods to limit the spread of COVID-19 in the workplace, such as:

- Isolate people from the hazards (e.g., use barriers to separate staff)
- Change the way people work (e.g., stagger break times to reduce crowding)

Communicate with employees.

Encourage employees to discuss their symptoms, exposures, and contacts with the health department. Emphasize the role that employees play, in partnership with health departments and employers, to limit further spread of COVID-19.