

North Shore COVID-19 Guidance for Employers: Responding to COVID Cases in the Workplace

Working with your Local Board of Health

As enterprises across the North Shore re-open in accordance with state guidelines, it is important for employers to proactively follow safety standards in their workplaces and respond quickly to any incidence of COVID among staff or customers. Collaborating with your Local Board of Health (LBOH) is especially important during this period of transition. Any incidence of the disease in your workplace must be reported immediately to your LBOH to enable contacts to be traced in a timely manner and people who need to be tested, isolated or quarantined to do so quickly. Your LBOH is there to help you figure out next steps after a case has been identified. The goal of your LBOH is to keep your employees and customers healthy and safe so that your business **can remain open**.

Regulatory Powers of LBOHs

Under Massachusetts's Reportable Diseases, Surveillance, and Isolation and Quarantine requirements, 105 CMR 300.000, employers are required to inform LBOHs of any potential or confirmed positive COVID-19 cases within the workplace.

Employer Responsibility: Do's & Don'ts

 **DO** Review MA's General Business Guidance

 **DO** Review sector-specific protocols & best practices

 **DO** Ensure business meets self-certification requirements

 **DO** Report any suspected positive COVID-19 cases to your LBOH immediately

 **DO** Implement sick leave policies that ensure employees don't report to work when sick

 **DON'T** Ignore your reporting duties for potential COVID-19 cases to your LBOHs

 **DON'T** Allow employees to continue working if they report not feeling well

 **DON'T** Disregard phone calls or emails from your LBOH about potential positive COVID-19 cases

 **DON'T** Share confidential information with anyone other than your LBOH

What should you do if an employee or customer tested positive for COVID-19?

Ensure individual is separated from workplace

Close off for 24 hours and then clean and disinfect spaces where individual worked

Notify employees of possible exposure – get tested and quarantined if advised by LBOH

Contact LBOH right away, determine who else may have been exposed and share names with LBOH

Open windows and doors to the space where exposure took place

Implement environmental controls to increase worksite safety as advised by LBOH

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What should you expect when working with your LBOH on COVID cases?



- ✓ Timely follow-up from your LBOH on all COVID matters
- ✓ A conversation with the LBOH public health nurses and inspectors to answer questions around staffing, current policies, and safety protocols
- ✓ A virtual meeting with the LBOH
- ✓ Guidance on how to remain open while keeping the workplace, employees, and customers safe

LBOH Contact Information for Employers in Gloucester

Gloucester Health Department: (978) 325-5260

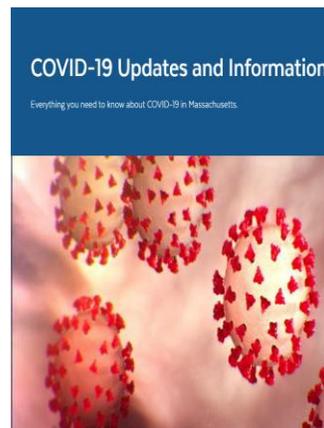
Janet Dickinson Business Nurse Liaison & Case Cluster Manager for the City of

Gloucester can be reached at 978-712-9953 or jdickinson@gloucesterschools.com

Useful Links:



[MA Sector Specific Protocols & Best Practices](#)



[COVID-19 Updates and Information](#)