COVID-19 Guidance for Businesses and Workplaces

Santa Clara County is under a shelter in place order that is in place until 11:59pm, May 3, 2020. It may be extended as necessary to protect the public. The order requires that most people stay home unless they are engaged in certain “Essential Activities.” We understand the new guidance can have tremendous impact on the lives of people in our community. However, this is a critical moment in the growing outbreak of COVID-19 in Santa Clara County when such measures can potentially slow the spread of the disease. Essential Businesses in Santa Clara County are responsible for taking steps to protect the health of their employees and customers by minimizing close contact between people. Below are resources to support businesses and employees in carrying out practices to minimize risk to employees and the public.

Essential Business Recommendations – General Precautions and Guidelines

- County Guidance for Essential Businesses – Practices and recommendations for employers and employees of businesses deemed Essential under the “shelter in place” order.

Guidance for Businesses and Workplaces – When an Employee Tests Positive for COVID-19

PDF in English | Spanish | Chinese | Vietnamese | Tagalog

If you are a business owner and one of your employees has tested positive for COVID-19, you may have questions about what you should do next. If the sick employee never came to work while showing symptoms, no action is required. If the sick employee DID come to work while showing symptoms, the County suggests you consider the following steps:
1. Cease operations, close your facility, and thoroughly sanitize it. Instructions for sanitizing your facility may be found at CDC Cleaning and Disinfection for Community Facilities. Your facility can reopen as soon as it has been sanitized.

2. Instruct the sick employee to self-isolate at home. For instructions on how to self-isolate and for how long, see Confirmed Case Information Sheet. [NEED LINK]

3. Inform other employees that they may have been exposed to COVID-19 and the day(s) on which the potential exposure occurred. If you take this step, you should also instruct your employees to closely monitor themselves for any symptoms of COVID-19 (fever, coughing, and/or shortness of breath) for 14 days. They should also follow social distancing protocol that can be found at CDPH COVID-19 information.

You should consult your business’s legal and health advisors when implementing any part of this guidance.

**Additional Resources:**

- Commonly Asked Questions and Answers - Businesses and Employment for County’s Shelter in Place Order [NEED LINK]
- CDC Downloadable Posters and Flyers for Businesses, Customers, Employees
- CA Labor and Workforce Development Agency COVID-19 Resources for Employers and Workers
- Federal Disaster Loans for Small Businesses, Private, and Non-profits Of All Sizes
- CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019
- CDC Workplace Flu Prevention
- CDC Planning Guide - Get Ready for Pandemic Flu: Workplace Settings
- OSHA Coronavirus Information