

NV COVID-19 Fighter Business Toolkit

Workplace Frequently Asked Questions (FAQs):

- ***What should I do if an employee comes to work with COVID-19 symptoms?***
 - Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.
 - Sick employees should follow CDC-recommended steps to help prevent the spread of COVID-19. Employees should not return to work until they have met the criteria to discontinue home isolation.
 - [Click here](#) for more information on what to do if you are exposed or test positive for COVID-19.
 - Visit [Nevada Health Response](#) to find testing resources in your area.
- ***What should I do if an employee is suspected or confirmed to have COVID-19?***
 - Clean and disinfect your facility when someone is sick
 - If there has been a sick person or someone who has COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.
 - Before cleaning and disinfecting
 - Close off areas used by the person who is sick and do not use those areas until they have been cleaned and disinfected.
 - Wait as long as possible (at least several hours) before you clean and disinfect.
 - Information on how to properly clean and disinfect your facility can be found [here](#).
 - While cleaning and disinfecting
 - Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
 - Use the products from [EPA List N](#) according to the instructions on the product label.
 - Wear a mask and gloves while cleaning and disinfecting.
 - Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
 - Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate (HEPA) filter and bags, if available.
- ***What steps can I take to help reduce employee risk of exposure to the coronavirus?***
 - Instruct sick workers to stay home and to seek a COVID-19 test when workers have symptoms suggestive of COVID-19 infection.
 - Consult with an HVAC professional and building management to maintain relative humidity between 40-60%. ([OSHA COVID-19 Guidance on Ventilation in the Workplace](#))
 - Verify that your HVAC Filter has an effective [“minimum efficiency reporting value” or MERV rating](#).
 - In general, filters with a rating of MERV 16 or below are considered to be HVAC-system-grade filters for residential, commercial and general hospital use.

- When changing filters, ensure workers wear appropriate personal protective equipment. ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) recommends N95 respirators, eye protection (safety glasses, goggles, or face shields), and disposable gloves. Make sure exhaust fans in restrooms are fully functional, operating at maximum capacity, and set to remain on.
- Ensure policies encourage workers to report any safety and health concerns.
- Educate workers on COVID-19 prevention strategies employed in your workplace.
- Consider strategies for physical distancing and physical barriers to implement in order to avoid crowded conditions.
- ***If employees have been exposed but are not showing symptoms, should I allow them to work?***
 - Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for a prolonged time period
 - The [CDC defines an “exposure”](#) as a contact with someone infected with COVID-19, in a way that increases the likelihood of getting infected with the virus.
 - The [CDC defines a “close contact”](#) as someone who was less than 6 feet away from an infected person (laboratory confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.
 - Potentially exposed employees who **have** symptoms should remain at home or in a comparable setting and practice social distancing for 5 days.
 - All other employees should self-monitor for symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor and stay home. See information below regarding quarantine and isolation.
- ***The CDC issued the following [guidance](#) regarding Isolation and Quarantine on December 27, 2021:***
 - If you test positive for COVID-19 (Isolate)
 - **Everyone, regardless of vaccination status.**
 - Stay home for 5 days.
 - If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
 - Continue to wear a mask around others for 5 additional days.
 - *If you have a fever, continue to stay home until you are fever-free for 24 hours (without the use of fever-reducing medication).*
 - If you were exposed to someone with COVID-19 (Quarantine)
 - If you: have been boosted **OR** completed the primary series of Pfizer or Moderna vaccine within the last 5 months **OR** completed the primary series of J&J vaccine within the last 2 months.
 - Wear a mask around others for 10 days.
 - Test of day 5, if possible.
 - Quarantine is not required unless you develop symptoms.
 - *If you develop symptoms get a test and stay home.*

- If you: Completed the primary series of Pfizer or Moderna vaccine over 5 months ago and are not boosted **OR** completed the primary series of J&J over 2 months and are not boosted **OR** are unvaccinated
 - Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
 - If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
 - Test on day 5 if possible.
 - *If you develop symptoms get a test and stay home.*
- ***COVID-19 vaccines have and continue to be most effective at preventing severe illness, hospitalizations, and death which is why encouraging the workforce be vaccinated helps our communities in the long run. Vaccine recommendations are constantly evolving. For the most up to date vaccine recommendations go to: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>***

Recommendations for Specific Settings:

These recommendations do not apply to healthcare professionals. For guidance specific to these settings, see

- Healthcare professionals: [Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2](#)
- Patients, residents, and visitors to healthcare settings: [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)

Additional setting-specific guidance and recommendations are available.

- These recommendations on quarantine and isolation do apply to K-12 School settings. Additional guidance is available here: [Overview of COVID-19 Quarantine for K-12 Schools](#)
- Travelers: [Travel](#) information and recommendations
- Congregate facilities and other settings: [guidance pages for community, work, and school settings](#)

Ventilation in Buildings:

- CDC recommends a layered approach to reduce exposures to SARS-CoV-2, the virus that causes COVID-19. This approach includes using multiple mitigation strategies, including improvement to building ventilation, to reduce the spread of disease and lower the risk of exposure.
- The following tools identify ways to improve ventilation:
 - Open outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold, hot, or humid weather, and may require consultation with an experienced HVAC professional.
 - Open windows and doors, when weather conditions allow, to increase outdoor air flow. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to occupants in the building. Even a slightly open window can introduce beneficial outdoor air.

- Utilize the highest-rated filter your HVAC system fan and filter slot can accommodate.
- Additional information on ventilation for businesses can be found below:
 - [CDC Ventilation on Buildings](#)
 - [Harvard School of Public Health – Healthy Buildings on the Horizon](#)

Testing Information:

- Encourage your employees to find a testing location near them on [NVCOVIDFighter.org](#)
- Employers can also seek additional means through private vendors to implement workplace-based testing.
 - [Vault Health](#)
 - [Quest Diagnostics](#)
- Additionally, employers should consider the following [interim guidance](#) from the CDC regarding testing in non-healthcare workplaces:
 - Workplace-based testing for COVID-19, could identify workers with COVID-19, and help prevent or reduce further transmission.
 - Employees undergoing testing should receive clear information on:
 - The manufacturer and name of the test, the type of test, the purpose of the test, the performance specifications of the test, any limitations associated with the test, who will pay for the test, how the test will be performed, how and when they will receive test results

Vaccination resources:

- Encourage your employees to find a vaccine location near them on [NVCOVIDFighter.org](#)
- Employers can also request a vaccination clinic through the following entities:
 - [Southern Nevada Health District](#)
 - [Immunize Nevada](#)
- CDC Resources:
 - [Workplace Vaccination Program](#)
 - [Post Vaccine Considerations for Workplaces](#)
- The [Health Action Alliance](#) offers resources for Employers including:
 - [Sample COVID-19 Vaccination Policy for Employers with 100 or more Workers](#)
 - [Sample Employee Communications Plan](#)
- The Health Action Alliance also offers resources for employees including:
 - [Vaccines 101: An Educational Video Series](#)
 - [COVID-19 Vaccines: Overview](#)
 - [COVID-19 Vaccines: FAQs](#)
 - [COVID-19 Vaccines: Myths and Facts](#)

Keeping employees & customers safe:

- The Safety Consultation and Training Section (SCATS) in the Division of Industrial Relations (DIR) has developed resources to mitigate COVID-19 and keep your employees and customers safe including:
 - [Reopening Guidelines and Directives](#)
 - [Workplace Safety Resources](#)
 - [Grocery Store Worker Safety](#)

- [COVID-19 Helpful Documents](#)
- [COVID-19 Online Resources](#)
- [COVID-19 Online Resources in Spanish](#)

COVID-19 Vaccination Paid Leave for Employees:

COVID-19 VACCINATION PAID LEAVE FOR EMPLOYEES

Under [Nevada law](#), employees are allotted up to 4 hours of paid leave to receive COVID-19 vaccinations during their scheduled work hours.

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- This law specifically applies to any private employer who has 50 or more employees that are currently employed in Nevada.
 - If an employee is receiving a COVID-19 vaccination that requires only 1 dose (Janssen), their employer must provide up to 2 hours of paid leave to the employee.
 - If an employee is receiving a vaccination that requires two separate doses (Pfizer or Moderna), their employer must provide up to 4 hours of paid leave in two allotments of 2 hours each.
 - Employees are required to notify their employer at least 12 hours before using paid leave to receive a COVID-19 vaccination.
 - Employers who provide onsite vaccinations to their employees are exempt from the paid leave requirement.
 - Employers who have been in operation for less than 2 years are also exempt from the paid leave requirement.



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- Please visit the Nevada Labor Commissioner's [COVID-19 Vaccination Leave Guidance](#) for additional information.

How to Protect Yourself and Others:

- Get a COVID-19 Vaccine
 - COVID-19 vaccines are effective at keeping you from getting COVID-19, especially severe illness and death.
 - **Vaccines are safe, effective, and free.**
- Wear a mask
 - In Nevada, masks are no longer required in public places, but there are locations where Nevadans and visitors may still be asked to wear a mask.
 - Masks are required in all healthcare facilities that are Centers for Medicare and Medicare Services (CMS) certified. Please to the Nevada Department of Health and men Services (DHHS) [Technical Bulletin](#) regarding mask mitigation requirements for Licensed Health Care Facilities for more information.
 - The CDC also has [guidance](#) on wearing a mask with the best fit and protection.
- Stay 6 feet from others
 - Stay 6 feet apart from people who don't live in your household.
 - Remember that some people without symptoms may be able to spread the virus.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Wash your hands often
 - Wash your hands often with soap and water, especially after you have been in a public place.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water or use hand sanitizer that contains at least 60% alcohol.
- Clean and disinfect
 - Clean high touch surfaces daily.
 - If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces.
 - If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.
- Monitor your health daily
 - Be alert for symptoms.
 - Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

- Take your temperature if symptoms develop.
- If you have symptoms, especially if you've been around someone with COVID-19, get tested as soon as possible.

 PROTECT YOURSELF & OTHERS FROM COVID-19	
 <p>GET A COVID-19 VACCINE</p> <p>COVID-19 vaccines are the best protection against severe illness, hospitalization, and death due to COVID-19.</p> <p>Vaccines are safe, effective, and free.</p>	 <p>WEAR A MASK</p> <p>Where transmission rates of COVID-19 are high, it is recommended that both unvaccinated and vaccinated individuals wear a mask in public indoor spaces.</p>
 <p>STAY 6 FEET FROM OTHERS</p> <p>Stay 6 feet apart from people who don't live in your household, especially if you are at high risk of getting very sick from COVID-19.</p> <p>People without symptoms can still spread the virus.</p>	 <p>COVER COUGHS AND SNEEZES</p> <p>Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.</p> <p>Throw used tissues in the trash.</p> <p>Immediately wash hands with soap and water or use hand sanitizer that's at least 60% alcohol.</p> 
<p>WASH HANDS OFTEN</p> <p>Wash hands often with soap and water, especially after you have been in a public place, or use hand sanitizer that's at least 60% alcohol.</p>  <p>Avoid touching your eyes, nose, and mouth with unwashed hands.</p>	<p>MONITOR YOUR HEALTH DAILY</p> <p>Watch for fever, cough, shortness of breath, or other COVID-19 symptoms.</p> <p>If you have symptoms – especially if you've been around someone with COVID-19 – get tested as soon as possible.</p> 
<p>For more information visit nvcovidfighter.org</p>	