

CITY OF NEW HAVEN
COVID-19 WORK PROTOCOLS for ALL EMPLOYEES
POSITIVE CASE GUIDANCE / SAFETY PRECAUTIONS

Regardless of vaccination status, **you should isolate from others when you have COVID-19.**

You should also isolate **if you are sick and suspect that you have COVID-19 but do not yet have [test results](#)**. If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.

IF YOU TEST

Negative

You can end your isolation

IF YOU TEST

Positive

Follow the full isolation recommendations below

When you have COVID-19, isolation is counted in days, as follows:

If you had no symptoms

- **Day 0 is the day you were tested** (not the day you received your positive test result)
- **Day 1 is the first full day** following the day you were tested
- If you develop [symptoms](#) within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom onset**

If you had symptoms

- **Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive
- **Day 1 is the first full day** after the day your [symptoms](#) started

Isolation:

If you test positive for COVID-19, **stay home for at least 5 days and isolate from others in your home.**

You are **likely most infectious during these first 5 days.**

- **Wear a high-quality mask** if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask. For travel guidance, see CDC’s [Travel webpage](#).
- [Do not travel](#).
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation](#) at home, if possible.
- Don’t share personal household items, like cups, towels, and utensils.
- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (like trouble breathing), seek emergency medical care immediately.
- Learn more about [what to do if you have COVID-19](#).

Ending Isolation:

End isolation based on how serious your COVID-19 symptoms were. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

If you had **no** symptoms → You may end isolation after day 5

If you had symptoms <i>and</i> :	
Your symptoms are improving	You may end isolation after day 5 if: <ul style="list-style-type: none">• You are fever-free for 24 hours (without the use of fever-reducing medication).
Your symptoms are not improving	Continue to isolate until: <ul style="list-style-type: none">• You are fever-free for 24 hours (without the use of fever-reducing medication).• Your symptoms are improving

If you had symptoms <i>and had</i> :	
Moderate illness (you experienced shortness of breath or had difficulty breathing)	<ul style="list-style-type: none">• You need to isolate through day 10.
Severe illness (you were hospitalized) or have a weakened immune system	<ul style="list-style-type: none">• You need to isolate through day 10.• Consult your doctor before ending isolation.• Ending isolation without a viral test may not be an option for you.

Regardless of when you end isolation

Until at least day 11:

- Avoid being around people who are more likely to get very sick from COVID-19.
- Wear a high-quality mask when indoors around others at home and in public.
- Do not go places where you are unable to wear a mask until you are able to discontinue masking.
- For travel guidance, see CDC’s [Travel webpage](#).

If you test positive for COVID:

1. The employee should **immediately isolate** as explained above.
2. The employee should contact their supervisor to inform them of a positive COVID test. Notify supervisor of any possible staff exposures. It is not necessary to report the information to the VEOCI COVID-19 portal at this time.
3. The employee will remain out of work and adhere to CDC Isolation guidelines as explained above. There is no COVID leave pay for time spent out of work at this time. The employee must use sick time if available.
4. Any employee who expects to be out of work for more than 5 consecutive working days must apply for a Leave of Absence as per the Leave of Absence Policy.
5. An employee who is isolating and would like to work remotely must ask their Department Head to process a Remote Work Form, if remote work is not already approved.
6. The employee may contact the New Haven Health Department at 203-946-6999 for any additional guidance.

If you are exposed to someone who tested positive for COVID:

1. Wear a [mask](#) as soon as you find out you were exposed
 - Start counting from Day 1
 - Day 0 is the day of your last exposure to someone with COVID-19
 - **Day 1 is the first full day** after your last exposure
2. Continue precautions for 10 full days (You can still develop COVID-19 up to 10 days after you have been exposed!):
 - **Wear a high-quality [mask](#) or respirator (e.g., N95) any time you are around others inside your home or indoors in public¹**
 - Do not go places where you are unable to wear a mask. For travel guidance, see CDC’s [Travel](#) webpage.
 - **Take [extra precautions](#) if you will be around people who are [more likely to get very sick from COVID-19](#).**
3. Monitor yourself for symptoms.
4. If you develop symptoms:
 - [Isolate immediately](#)
 - [get tested](#)
 - Stay home until you know the result
 - If your test result is positive, follow the [isolation recommendations](#).
5. Get tested Day 6 (at least 5 full days after last exposure).
 - Test even if you do not develop symptoms.
 - If you test Negative, continue taking precautions through day 10
 - If you test Positive, isolate immediately.
6. If an employee is exposed to someone who tested positive for COVID, they do not need to isolate unless they are experiencing symptoms, but they should wear a mask and monitor themselves.

Employees have the responsibility of monitoring their symptoms and acting sensibly when reporting to or remaining at work.

GENERAL SAFETY PRECAUTIONS

1. Stay home when you are sick. Regardless of whether your plans for the day involve office work or fieldwork, stay home to prevent spreading illness to others if you are sick. If you have any of the following symptoms, stay home.

Fever 100.4°or above	Sudden onset of headache
Chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
New onset of fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea

2. Cover your mouth and nose with your elbow when coughing or sneezing to prevent the spread of germs.
3. Employees should not share headsets, phones, or other objects that are near the mouth or nose.
4. Wash your hands frequently and for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% Ethyl Alcohol. Additional vital times to wash hands include:
 - a. After blowing one’s nose, coughing, or sneezing
 - b. After using the restroom
 - c. Before eating or preparing food