

WHAT TO DO IF YOU RECEIVE A REPORT OF A POSITIVE COVID-19 CASE AT YOUR BUSINESS/ORGANIZATION



STEP 1: Request case to stay home during recommended isolation period.



STEP 2: Determine if case was at work while contagious (at any time two days prior to the onset of symptoms or two days prior to test collection if no symptoms developed).

→ *No, case was not contagious at work. No contact tracing or notification to Kitsap Public Health District needed.*

Yes, case was contagious at work



STEP 3: Identify close contacts and complete an agency line list.



STEP 4: Notify the close contacts. Ask them to stay home from work until they are tested and results of testing are negative if they are unvaccinated. Those who are vaccinated should also be tested and advised to wear facial coverings around others.



STEP 5: Notify Kitsap Public Health District if you have not been contacted by us already.

Washington State and CDC Guidance:

- [WA State Department of Health Guidance for Non-Health Care Businesses and Organizations during COVID-19](#)
- [CDC COVID-19 page for Workplaces and Businesses](#)

Kitsap-specific Additional Information for Steps 3-5:

- **Who is considered a close contact?** Someone who was within 6 feet of a COVID-19 case, masked or unmasked, for a cumulative total of 15 minutes or more over a 24-hour period, within 2 days of when the case started showing symptoms, or if asymptomatic, the day they were tested.
- **Where can I find the agency line list?** Click [here](#) to access Kitsap Public Health District's recommended line list template for your internal use. Do NOT email that list to Kitsap Public Health District.
- **How do I notify close contacts? What can I tell them?** Click [here](#) for instructions for individuals who may have been exposed to a person with COVID-19. Do not release information about the case unless case gives permission to do so. For more information, refer to WA State Dept of Health guidance, see link above.
- **How do I notify Kitsap Public Health District?** Click [here](#) to complete Kitsap Public Health District's report form. Someone from Kitsap Public Health District will contact you typically within 2 to 3 business days. Please note that, due to the high volumes of calls we are receiving, this may take longer.