

## Hospitality Employer Checklist: COVID-19 Positive Employee

As the second largest private sector employer in the state, many of Iowa's restaurants, bars and other hospitality establishments will inevitably face a day when one or more employee tests positive for COVID-19. The following checklist was created to provide general guidance for employers. It should not be construed as expert legal, medical or human resource advice, but rather as a resource for employers needing to take quick action. Additional information can be found at the Iowa Restaurant Association website including links to the CDC, OSHA, EEOC, IDPH, and DIA.

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- Express empathy and send employee immediately home to self-isolate
- Ask for medical documentation of positive COVID-19 test or note stating the person cannot work
- Contact trace within your operation to determine potential exposure
  - Ask the employee which coworkers he/she has been in "close contact" within the prior 2 weeks (definition within 6 feet for more than 15 minutes)
  - Check shift schedules
- Inform other employees of their potential exposure (Important- you may not say who is COVID-19 positive, but you should tell employees they have potentially been exposed)
- Determine which (if any) additional employees should self-quarantine and send them home
- Execute the CDC Cleaning/Disinfection recommendations. (Cleaners that kill for norovirus, also work for COVID-19)
- Proactively health screen all employees before each shift (document this- temperature checks and/or symptom checks)
- While it is NOT required to have an employee get tested, make it as easy as possible for them to do so
  - Conduct testing onsite
  - Pay for time spent going to get test through TestIowa
  - Arrange testing for the employee through their healthcare provider
- Determine if you want to notify public (not required)
- Determine if you want to temporarily close your business for cleaning (not required)
- Review your current leave policies to provide any applicable benefit
- Review the Federal EPL program and determine if the employee meets qualification
- If you have 50 to 500 employees (not FTEs, actual humans), you must pay 80 hours of sick pay to full and part-time employees, this is reimbursed via tax credit by the federal governments' FFRCA (applies through 12/31/20)
- If you employ 49 or fewer people you may still pay sick time and receive the tax credit or you may seek a hardship exemption from these federal requirements
- Immediately document benefits and leave periods to receive reimbursement for paid leave through FFRCA
- Ask for a "fitness for duty/return to work" clearance prior to employee return

