



# Indiana State Department of Health

## Guidance for Employers During the COVID-19 Response April 15, 2020

### Identification of Workers Exempt from Executive Orders to Stay at Home

- On March 23, 2020, Gov. Eric J. Holcomb issued [Executive Order 20-08](#) (Directive for Hoosiers to Stay at Home) directing Hoosiers to stay at home or their place of residence to prevent the spread of SARS-CoV-2, the virus that causes novel coronavirus disease 2019 (COVID-19).
- On April 6, 2020, Gov. Holcomb issued [Executive Order 20-18](#) (Continued Directive for Hoosiers to Stay at Home).
- Workers at Essential Businesses and Operations, including Healthcare and Public Health Operations, Human Services Operations, Essential Government Functions and Essential Infrastructure, are exempt from these directives.
- For more information:
  - Please call the Critical Industries Hotline at 877-820-0890 or email [covidresponse@iedc.in.gov](mailto:covidresponse@iedc.in.gov).
  - Please note that this hotline is intended only for business and industry questions.

### Identification of Essential Critical Infrastructure Workers

The Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) updated its list of [Critical Infrastructure Sectors](#) on March 28, 2020. These assets, systems and networks — whether physical or virtual — are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. These sectors include:

- |                                |   |                                   |
|--------------------------------|---|-----------------------------------|
| ○ Healthcare and Public Health | ○ Transportation and Logistics            | ○ Chemical                        |
| ○ First Responders             | ○ Public Works and Infrastructure Support | ○ Defense Industrial Base         |
| ○ Food and Agriculture         | ○ Communications and IT                   | ○ Commercial Facilities           |
| ○ Energy                       | ○ Critical Manufacturing                  | ○ Residential Facilities/Services |
| ○ Water and Wastewater         | ○ Hazardous Materials                     | ○ Hygiene Products/Services       |
|                                | ○ Financial Services                      | ○ Other Essential Functions       |

The Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) also updated its [Guidance on the Essential Critical Infrastructure Workforce](#) on March 28, 2020. This guidance provides a comprehensive list of "essential critical infrastructure workers" in the critical infrastructure sectors.



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## Public Health Management of Workers Who Have Been Exposed to SARS-CoV-2

The recommendations for public health management of people who have been exposed to SARS-CoV-2 are different for essential critical infrastructure workers in the human healthcare sector, essential critical infrastructure workers in non-human healthcare sectors, and people who are not essential critical infrastructure workers. These differing recommendations are intended to balance the need to minimize the spread of SARS-CoV-2 by people with recognized exposures against the need to maintain services in critical infrastructure sectors.

### 1. *Public Health Management of People who are Not Essential Critical Infrastructure Workers and Who Have Been Exposed to SARS-CoV-2*

- People who are not essential critical infrastructure workers and who have been exposed to SARS-CoV-2 should enter [self-quarantine](#) at home or in a comparable setting for two weeks.
- During the 2-week self-quarantine period, these employees should:
  - Practice social distancing from other members of the household.
  - Perform self-monitoring for signs and symptoms of COVID-19 as instructed by local or state public health authorities.
  - Postpone long-distance travel on commercial conveyances.

### 2. *Public Health Management of Essential Critical Infrastructure Workers Exposed to SARS-CoV-2 (Non-Human Healthcare Sectors)*

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility. ISDH does not recommend that employees attend work if their measured body temperature is higher than 99.5°F (taken under the arm) or 100°F (taken orally or by temporal thermometer).
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- More guidance on management of essential critical infrastructure workers exposed to SARS-CoV-2 is available from [CDC](#).



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### 3. *Public Health Management of Essential Critical Infrastructure Workers Exposed to SARS-CoV-2 (Human Healthcare Sector)*

- Essential critical infrastructure workers in the human healthcare sector exposed to SARS-CoV-2 should be managed according to [CDC guidance](#).

#### **Public Health Management of Workers Who Have Illnesses Compatible with COVID-19**

- Employees who have a measured body temperature higher than 99.5°F (taken under the arm) or 100°F (taken orally or by temporal thermometer), a new cough, or new onset of shortness of breath should be separated from other employees and sent home immediately. The sick employee's access to the business should be restricted until they have recovered.
- Employees with the signs and symptoms above should immediately enter self-isolation at home.
- Sick employees who have a positive test for SARS-CoV-2 or who have not been tested for SARS-CoV-2 should stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began.
- Sick employees who have a negative test for SARS-CoV-2 should stay home until they are free of fever (without the use of medication) for at least 24 hours.
- If medical evaluation is needed:
  - The receiving healthcare facility should be notified in advance so that recommended [infection control precautions](#) can be put in place. Emergency medical services should also be notified if emergency transport is indicated.
  - Diagnostic testing should be guided by CDC'S [Criteria to Guide Evaluation and Laboratory Testing for COVID-19](#).
- Employees with the signs and symptoms above should not travel by air except for air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while the symptomatic person is wearing a face mask.
- Workers with the signs and symptoms above should not be required to obtain a healthcare provider's note to validate the illness or to return to work; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

#### **What Businesses and Employers Can Do to Prepare**

- Be aware that people 65 years and older as well as people with certain underlying medical conditions (including chronic lung disease, moderate to severe asthma, serious heart conditions, immune compromise, severe obesity, diabetes, chronic kidney disease requiring dialysis, and liver disease) are at [higher risk for severe illness from COVID-19](#).
- Comply with all instructions in Gov. Holcomb's [Executive Order 20-18](#) to minimize contact between employees and members of the public by conducting business virtually or by



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telephone, limiting hours of operation, implementing delivery or curbside pickup, or using social distancing, as directed by the executive order and as applicable for your business.

- Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.
- Ensure that your sick leave policies are up to date, flexible and non-punitive to allow sick employees to stay home to care for themselves, children or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath).
- Reinforce key messages to all employees (including stay home when sick, use cough and sneeze etiquette and practice hand hygiene), and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues and no-touch disposal receptacles for use by employees.
- Frequently perform enhanced environmental cleaning of commonly-touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- If SARS-CoV-2 is known or suspected to be present in the environment, then choose disinfectants that are registered for use in Indiana AND that are on the [US Environmental Protection Agency's List N: Disinfectants for Use Against SARS-CoV-2](#). A list of approved and registered disinfectants is available from the [Office of the Indiana State Chemist](#). All disinfectants should be used according to label instructions, including following recommended contact times.
- Be prepared to change business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

## Authority of Local Health Officers

This guidance is not intended to supersede the authority granted to local health officers by [IC 36-1-3 \(Home Rule\)](#). However, local health officers are encouraged to consider the benefits of a standardized approach for essential critical infrastructure workers, since critical infrastructure sectors operate across jurisdictional boundaries.

## Additional Resources

[ISDH Novel Coronavirus 2019 \(COVID-19\) webpage](#)  
[CDC's Resources for Businesses and Employers](#)