

# STEPS TO TAKE

## AFTER NOTIFICATION OF A POSITIVE EMPLOYEE

### NOTIFY NM OSHA

All businesses are required to notify the NM Occupational Health & Safety Bureau (OSHA) within 4 hours of notification of the positive case. Report positive cases online at <https://nmgov.force.com/rapidresponse/s/>. If you are unable to complete the online form, you can report via email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by telephone (505) 476-8700, or fax at (505) 476-8734. You will need to provide the following information:

- Establishment name
- Establishment address
- Employer representative name and contact information (phone and email)
- Number of people employed at the location
- Number of employees who tested positive
- Date each positive employee was tested
- Date and time employer was notified of the positive test(s)
- Last date each positive employee was in the establishment
- Date each positive employee began self-quarantine

Do not provide the employee name or other personally identifiable information on the initial notification. This info will be collected by an NM OSHA representative during a follow-up call, if needed.

### EXCLUDE POSITIVE CASES AND CLOSE CONTACTS

All positive cases and close contacts to positive cases will need to be excluded from work. The NM Department of Health defines close contact as:

“Spending 3 minutes or longer within 6 feet of someone who is confirmed to have COVID-19 when that person was in their infectious period.” Wearing a cloth face covering or mask does not change this definition.

All close contacts must be excluded from work for 14 days since their last contact with the positive case. A negative test result does not allow a close

contact to return to work before the 14 days. Positive cases must also be excluded from work until their symptoms resolve. Please work with the NM Department of Health for return to work information for positive employees.

### CLEAN AND DISINFECT

Cleaning and disinfecting is an important step to help eliminate any virus that may be lingering on surfaces. When cleaning and disinfecting it's important to remember the following:

- Use an EPA approved product effective against COVID-19 (EPA List-N)
- Clean all high touch surfaces such as, counters, cash machines, credit card scanners, computers, phones, door handles, shopping carts, and bathrooms.
- Allow at least 24 hours for your facility to “air out” after completing cleaning and disinfecting.
- Wear gloves and a mask when cleaning. Positive employees and close contacts cannot participate in cleaning and disinfecting.



CLEAN SURFACES



DISINFECT SURFACES



WASH YOUR HANDS

### ADDITIONAL RESOURCES

- NM Department of Health COVID-19 Hotline: 1-800-600-3453 (health related) or 1-833-551-0518 (non-health related questions)
- EPA list N- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
- CDC's Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- NM Department of Health COVID-Safe Practices <https://cv.nmhealth.org/covid-safe-practices/>