



Cambridge  
Public Health  
Department

June 2020

To: Cambridge Local Business Managers  
From: Cambridge Public Health Department  
Re: **Guidance for Local Board of Health Reporting Re: COVID-19**

The following information is provided to managers for staff identifying as being symptomatic or testing positive for the 2019 Novel Coronavirus (COVID-19):

- Employees exhibiting symptoms or who self-identify as being COVID-positive should be directed to leave the work site and seek medical attention and applicable testing by their health care provider.
- Employees are not to return to the work site *until cleared* by a medical professional, according to criteria set forth by the Massachusetts Department Public Health (MDPH), Centers for Disease Control & Prevention (CDC), or by the Cambridge Public Health Department (CPHD).
- Close contacts are those individuals who have come within 6 feet of the person with confirmed or presumed COVID-19 for at least 15 minutes (or who were sneezed or coughed on by that person).

**Medical providers and testing laboratories are responsible for providing positive results to the MDPH who will notify staff at the appropriate Local Board of Health (LBOH).**

Proof of positivity must be either:

- Document demonstrating positive PCR (Viral testing)
- Document demonstrating positive antibody testing
- Document from Primary Care Provider

Managers must work with the Cambridge Public Health Department and/or other LBOH in identifying contacts. This requires providing:

- Names
- Contact information, phone, home address and email address
- Dates and/or schedules of work

Cambridge employees who are not Cambridge residents will be contacted by their local health department. The Cambridge Public Health Department will contact Cambridge residents and Cambridge establishments for any oversight of isolation and quarantine.

For more information or questions, please call the Cambridge Public Health Department at 617-665-3826.

