



Cambridge  
Public Health  
Department

January 2021

To: Cambridge Local Business Managers  
From: Cambridge Public Health Department  
**Re: Guidance for Local Board of Health Reporting 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.
- Employees are not to return to the work site until cleared by the local board of health or the Community Tracing Collaborative, according to criteria set forth by the Massachusetts Department Public Health (MDPH) and Centers for Disease Control & Prevention (CDC).
- 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 during a 24-hour period (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/Antigen test
- Document from Primary Care Provider/Local Board of Health

Managers must work with the Cambridge Public Health Department and/or other LBOH in identifying contacts. This may require 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.

**To report a positive case, or for more information and/or questions, please call the Cambridge Public Health Department at 617-665-3648.**

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[www.cambridgepublichealth.org](http://www.cambridgepublichealth.org)

