



**CLINTON OFFICE**  
 1307 E. Townsend Rd.  
 Saint Johns, MI 48879-9036  
 (989) 224-2195

**GRATIOT OFFICE**  
 151 Commerce Dr.  
 Ithaca, MI 48847-1627  
 (989) 875-3681

**MONTCALM OFFICE**  
 615 N. State St.  
 Stanton, MI 48888-9702  
 (989) 831-5237

Today's Date:

### Business Information

Name of Business:

Address:

City:

Zip Code:

Contact Name:

Contact Phone #:

Contact Email:

How many employee(s) at this business have tested positive for COVID-19 in the past two weeks (include those you will be reporting today):

How many total employees work at this business?

What type of business? (i.e. grocery, restaurant, industry, etc.):

### Employee Information

First Name:

Last Name:

Birthdate:

County of Residence:

Phone number:

Email address:

Date employee was tested:

Date employee received test result:

Date employee last worked:

How many employees have close contact to the positive case?

Have you notified these employees of the exposure?      Yes                      No

### Next Steps

Please encourage the staff member listed above to self-report their case to us by using this link:

<https://form.jotform.com/203235125119041>

It is vital you maintain privacy of the employee who tested positive, and you cannot divulge his/her name to other employees. Please refer to MMDHD's [workplace toolkit](#) for more information.

**Fax or email this form to the county where your business is located.**

Clinton County	Gratiot County	Montcalm County
Becky Stoddard, RN Public Health Nurse III (989) 227-3111 Fax: (989) 227-3126 <a href="mailto:bstoddard@mmdhd.org">bstoddard@mmdhd.org</a>	Lisa Mikesell, RN Public Health Nurse III (989) 875-1019 Fax: (989) 875-1032 <a href="mailto:lmikesell@mmdhd.org">lmikesell@mmdhd.org</a>	Jennifer Johnson, RN Public Health Nurse II (989) 831-3615 Fax: (989) 831-3666 <a href="mailto:jjohnson@mmdhd.org">jjohnson@mmdhd.org</a>

**If you need to report more than one employee, please submit additional pages, one per employee.**

HIPAA allows for the disclosure of protected health information, without individual client authorization, to public health authorities, more details [here](#) on page 2.



## Close Contact Definition

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

*\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define "close contact;" however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.*