

Confirmed COVID-19 case within your organization or facility

If you think someone on your staff or one of your members who has been in your facility might be sick with COVID-19 (see [COVID-19 symptoms](#)):

- Send the sick person home right away or separate them from others (such as in a separate room just for sick people) until they can go home.
 - Give them a clean, [disposable facemask](#) to wear until they can leave, if available. If not available, provide them with a tissue or some other way to cover their coughs and sneezes.
 - Do not use of public transportation, shared rides, and taxis to transport the sick person home.
 - Contact emergency services for those who need emergency care, when needed, and let them know about the person's symptoms.
- Contact local public health officials and communicate with staff, members, and volunteers about possible exposure to the virus.
 - Read [preventing the spread of COVID-19 if someone is sick](#) to learn more.
- Local health officials can offer guidance for closing the facility or restricting access. An initial short-term closure may be recommended to allow time for the local health officials to gain a better understanding of the COVID-19 situation.
 - Implement flexible telework and sick-leave policies for staff, if possible, and provide instructions about how and when to safely return to work.
 - Consider the need to cancel in-person group activities in other locations. Instead use phone and online (live or recorded) meeting and service options.
 - Work with local public health officials to decide when it is safe to re-open the facility and your programs and services.