

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**VIRGIN ISLANDS DEPARTMENT OF HEALTH
OFFICE OF THE COMMISSIONER**



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Business Community

Dear Business Owner:

To support you, as you support your staff, the Virgin Islands Department of Health is sharing the following protocol to guide you in reducing the spread of COVID-19 in the workplace, among our residents and visitors:

Every business should operate as though all employees and patrons are potential carriers of SARS-CoV-2 the virus that causes COVID-19.

All employees are to monitor themselves for symptoms suggestive of COVID-19, to wear masks at all times unless alone in a room/office, maintain physical distancing, wash or sanitize hands frequently, and practice cough and sneezing hygiene.

Guide your workers to **NOT** come to work if they are sick or if they have been determined to be a close contact of someone diagnosed with COVID-19. They must quarantine until they have a negative result or are determined to end quarantine by DOH.

If someone becomes ill at work, comes to work ill, or was working and asymptomatic but tested positive:

1. Those who become ill or have symptoms suggestive of COVID-19 must leave work and call the epidemiology hotline or their provider to arrange to be tested; they must quarantine while waiting for their result.
2. Those experiencing respiratory or other severe symptoms, should call 911.
3. Those who are asymptomatic but tested positive must quarantine for 10 days if they remain symptom-free for the entire 10 days. If they become symptomatic at any time during the quarantine period, they must contact their primary care provider for medical attention and the COVID-19 Hotline to report their symptoms and receive new instructions on a quarantine timeline.

The office or the sections of the building they worked in, or in some cases the entire office, is to be closed and cleaned and disinfected after waiting at least 4 hours. All offices should practice at

least daily or more frequent environmental cleaning as there may be contamination of the virus without knowledge on a continual basis (refer to [CDC/EPA list of approved disinfecting agents](#)).

Epidemiology staff will interview the positive person and work with the owner of the business to determine who are the close contacts and follow up to have them tested. Close contacts are to quarantine until their results are in and return negative. *Refer to section 3 above if the result is positive.*

Everyone else can return to work once the office has been cleaned and disinfected.

1. No business will be notified of a potential exposure if the date of exposure \geq 14 days.
2. All businesses will continue to be notified if an **employee tests positive**.

Important to reducing transmission, even without having had an individual who tested positive in the business, everyone should monitor themselves for symptoms and follow the instructions above should any occur.

We are here to support you and your staff as we all maneuver this unprecedented public health emergency. As guided by Governor Bryan, DOH asks that you make the necessary accommodations for those that are more vulnerable and may become sicker or may succumb to hospitalization if exposed and contracts COVID-19.

If you have any questions as issues arise, please do not hesitate to call our hotline numbers: (340) 712-6299 or (340) 776-1519.

Respectfully,


Justa "Tita" Encarnacion, RN, BSN, MBA/HCM
Commissioner/Territorial Health Official