



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

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To: All Staff (Code 2A) Date: 04/14/2020
cc:
From: Executive Team
Subject: COVID-19 Exposures and the Workplace, April 9, 2020 1530 hours

In keeping with our commitment to share the most current information with all staff, we are providing information received from Risk Management on April 9, 2020 at 1530 (3:30pm). These releases have dates and times to ensure readers can track the latest information.

The attached document has much the same information as the April 3, 2020 1450 hours' version but the April 9 update defines "Critical Infrastructure Workers", provides "Department Supervisor Guidance" and provides links to other useful information.

For supervisors, the information on Page 2 of the attached, with the Decision Tree and Calendar provide guidance on how to proceed when symptoms, illness, presumed positive or actual test results are brought forth. Work with the EHSD Personnel Division when specific issues arise. At all times, protect the privacy of our staff and as stated in the guidance, limit information sharing on a strict need-to-know basis.

We urge all of you and those close to you to stay healthy, wash your hands, wear your mask and maintain social distancing. We thank all of you for your commitment and hard work during this crisis as we support each other and the customers we serve.

Attachment



COVID-19 Exposures and the Workplace

County employees play an essential role in community disaster response whether they are performing in their primary roles or as Disaster Service Workers. This document is designed for County employees to understand:

- Symptoms of COVID-19 (also known as *novel coronavirus*)
- When and how long to self-isolate when symptoms are present
- When to return to the workplace after illness or exposure

This document contains information compiled by Risk Management provided specifically for county employees and operations and comes directly from Public Health and Occupational Health.

REMINDERS

- Protect and respect employee health information during any communications regarding symptoms, exposures, and response. Refer to Equal Employment Opportunity Commission [guidelines](#).
- If you are sick – stay home. All employees should be instructed to remain home and monitor symptoms or developing symptoms, even if there is no concern for workplace exposure.
- Follow the most current County Administrator’s Office guidelines on how to account for leave of absence resulting from COVID-19 exposures and the workplace.
- Employees should continue to follow normal [preventive actions](#) while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands, and practicing social distancing.

SYMPTOMS

During this time of COVID-19 Public Health Order and response, all employees should monitor themselves for symptoms of illness. The most common symptoms of COVID-19 are ***fever, tiredness, and dry cough***. Some patients may have less common symptoms such as ***aches and pains, nasal congestion, runny nose, sore throat or headache***. These symptoms often come on gradually. If you have fever, cough and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review this helpful chart “[Is it Cold, Flu or Coronavirus?](#)” available on the Health Services website. **‡For tracking purposes, note your health status and symptom onset using the attached calendar resource tool.**

DEFINITIONS

Critical Infrastructure Workers is a list of employment sectors identified by [Homeland Security](#). The list includes (but is not limited to) government services, contractors and internal service providers (e.g. custodial services, facilities maintenance, mail services, recycling, telecommunications, information technology, network services) that enter and work in these environments. These internal service providers will be characterized by and may be screened based on the setting in which they work (SOS vs. Non-SOS).

Sensitive Occupation/Services Settings (SOS) are defined as people living and working in congregate living facilities such as skilled nursing, board and care, assisted living, and other congregate senior living facilities, shelters, group homes, residential treatment programs, detention facilities, healthcare/healthcare workers/first responders, and dialysis centers, and those receiving dialysis or chemotherapy in a facility.

Non-Sensitive Occupations/Services Settings (Non-SOS) are defined as all other County community service and general office facilities, internal services departments (information technology, network services, telecommunications, facilities maintenance, etc.).

Screening means using measures to identify symptoms and exposure risks for COVID-19. For example, 911 dispatchers use a series of questions to identify risks prior to contact with emergency responders. Screening is conducted prior to entry to some county facilities and operations. Screening may include measuring the

employee's temperature and assessing symptoms prior to starting work or entering a county facility. Ideally, temperature checks should happen before an individual enters the facility.

Self-monitoring means monitoring yourself for fever (100.0 degrees Fahrenheit or greater) by taking your temperature twice a day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

Active monitoring means a public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms.

Close contact is defined as being within approximately 6 feet of a person diagnosed with COVID-19 for a prolonged period (10 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the person.

Exposed Asymptomatic is defined as a person who has or may have been exposed to a person diagnosed with COVID-19 but has not developed noticeable symptoms of any kind. Even though not displaying symptoms, these persons should practice extra precaution by maintaining a safe social distance from others including at home and in the workplace.

DEPARTMENT SUPERVISOR GUIDANCE

The purpose of this section is to provide Department Supervisors guidance on:

1. What to do if an employee reports symptoms or illness.
 2. What to do if an employee is turned away after screening.
 3. What to do if an employee in your workplace is tested positive for COVID-19, or
 4. The employee's doctor states that the employee is presumptively positive for COVID-19
- IMMEDIATELY contact your appropriate Department Personnel. Department Personnel shall take the following actions:
 1. Instruct the employee to stay at home and follow any instructions/orders from their medical provider or Public Health for isolation.
 - a. Provide this document to the ill employee.
 - b. *NOTE: You don't need to notify Public Health of this information, they are informed directly by medical providers.*
 2. Identify any individuals that may have been in close contact (see definition) with the ill employee, notify the exposed employees, and ask these individuals to self-monitor for symptoms.
 - a. Do not disclose to those identified employees the identity of the employee who tested positive for COVID-19.
 - b. Provide this document to the identified exposed employees.
 - i. Review the definition of symptoms
 - ii. Discuss use of the calendar resource tool to document self-monitoring efforts and results.
 3. Due to personnel privacy restrictions, DO NOT disclose the name or other personal/health information of the employee, except on a strict need-to-know basis. DO NOT disclose the name or other information of the employee to the media or other third party. Contact your department's County Counsel if you have further questions.
 4. Refer to the attached Decision Tree and review actions needed with the ill employee **and** any identified exposed employee(s) regarding symptom monitoring or self-isolation.
 - a. A doctor's note clearing the employee to resume work is not needed.
 - b. Resuming work may require special procedures or precautions, depending on the occupation or work setting. See the CDC [Essential Workers Do's and Don'ts](#).
 5. Review the cleaning and decontamination steps in this document.
 6. Department Supervisors with exposure and medical questions not answered in this document can contact Dr. Tom Gamsky at County Vista Oaks Occupational Medicine via email to

Tgamsky@cchealth.org, with the understanding that the clinic is operating on limited hours at this time.

EMPLOYEES IN NON-SOS SETTINGS

If you develop symptoms such as a fever, cough, or difficulty breathing, remove yourself from work, stay at home, practice safe social distancing, even from family members, and call your healthcare provider to report your concerns. Not everyone will need testing for COVID-19, especially if symptoms are mild enough to treat at home or if family members have already tested positive. If symptoms worsen, continue to stay at home and seek medical attention. Notify your supervisor that you are out ill and are following precautions due to possible COVID-19. You will get additional instruction from your departmental personnel unit.

EMPLOYEES IN SOS SETTINGS

If you develop symptoms and work in a Sensitive Occupation or Setting (SOS), remove yourself from the workplace immediately and isolate. Inform your supervisor that you are following precautions in consideration of possible COVID-19 by remaining home and out of the workplace. In addition, inform your supervisor of the following conditions that apply:

- You have been in close proximity to clients or patients diagnosed with COVID-19.
 - You have been in direct contact with positive, confirmed case(s) of COVID-19.
 - You may have been exposed to COVID-19 in a community setting or due to recent travel within 14 days.
- Contact your medical provider to seek testing for COVID-19. Inform your medical provider you have developed symptoms, the conditions above that apply, and that you work in a sensitive occupation or setting. Emphasize the importance of COVID-19 testing to diagnose your illness. If you test positive for COVID-19 and there are concerns for exposures in the workplace, Public Health will notify all impacted SOS departments and settings of positive tests for County employees and workers and provide guidance on necessary response.

NEGATIVE COVID-19 TEST

If you test negative for COVID-19, you will still need to remain home and continue to monitor your symptoms. Follow the guidance of your doctor, which may be specific to your individual health needs. If you have symptoms (defined above), stay at home for at least 3 days (72 hours) after your general symptoms have resolved and 3 days after your fever has resolved, without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). This applies to all individuals, whether they work in a sensitive occupation or not.

‡Use attached calendar resource tool.

SYMPTOMS OF COVID-19 or POSITIVE COVID-19 TEST

If you test positive for COVID-19, you will need to stay at home until you are well, this is called [home isolation](#). Follow instructions from your healthcare provider and Public Health.

Stay at home for at least 7 days after your symptoms like cough, body aches, sore throat began and a full 3 days after all symptoms (including fever) have resolved. For example, if all of your symptoms resolve on day 5, you can resume work on day 8, if they resolve on day 6 resume work on day 9, etc. If you still have cough and fever, stay at home an additional 3 days (72 hours) after you are free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). ‡Use attached calendar resource tool.

CLOSE CONTACT / HOUSEHOLD MEMBERS (Exposed asymptomatic)

If you have close contact with someone or a household member that has presumed symptoms or tested positive for COVID-19, you are considered an exposed, asymptomatic individual. You will most likely be instructed by your healthcare provider or Public Health to stay home (quarantine), even though you don't feel sick. There is a very real risk of transmission of the virus among household members. Inform your supervisor of a possible household exposure.

- Non-SOS employees should review the Decision Tree and follow the directions from their departmental personnel contact.
- SOS employees should stay home, out of the workplace. These employees will be instructed to quarantine themselves by their supervisor or under guidance developed by the Public Health Division.

Exposed employees should monitor for any signs of illness, including a temperature of 100.0° F or more. Note that most people develop symptoms between 2-8 days after exposure; many younger people will have mild to moderate symptoms so may feel just fine. Quarantine is 14 days or 14 days after your household member no longer needs to be isolated, whichever is longer. ‡Use attached calendar resource tool.

Note that close contact is defined differently for [healthcare occupations and settings](#): being within approximately 6 feet of a person with COVID-19 for a prolonged period of time (10 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the patient or client.

CONTACT WITH SYMPTOMATIC PERSONS (Exposed asymptomatic)

- If you have contact with a symptomatic individual, such as fever or cough, you are considered an exposed, asymptomatic individual. Monitor yourself for symptoms.
- Maintain social distancing in the community and at home. Keep social distance at work or work from home.
- If you develop symptoms or feel ill, stay home and maintain a very safe social distance from family members. Notify your supervisor you are out ill. ‡Use attached calendar resource tool.
- If you seek medical attention, call ahead for instructions and report your potential exposure to COVID-19.

RESUMING WORK

Deciding when you are well and can return to the workplace will depend on your symptoms and occupation. Work with your supervisor and departmental personnel contact to coordinate time off and how to resume work.

Non-SOS Employees

Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, stay at home for at least 7 days after your symptoms like cough, body aches, sore throat began and a full 3 days after all symptoms (including fever) have resolved.

SOS Employees

Employees that work in sensitive occupations or settings will need careful evaluation before they return to their work settings. The employee's healthcare provider, occupational medical provider, or Public Health will provide instructions and [monitoring methods](#) before resuming work is recommended. Once the employee is authorized to resume work, they may be instructed to follow [special precautions](#) such as:

- Prescreening employee's temperature and assessing symptoms prior to entering SOS facilities. (Note that some county facilities are implementing screening for all entrants.)
- Wear a facemask at all times while at work and until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer. (Note Contra Costa County has implemented a [face covering in public](#).)
- Restrict contact with immunocompromised individuals until 14 days after illness onset
- Follow hand hygiene, respiratory hygiene, cough etiquette procedures, and social distancing
- Self-monitor for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

CLEANING AND DECONTAMINATION STEPS AND PROCEDURES

County buildings and operations are using enhanced cleaning and disinfection routines that include more frequent cleaning and special attention to "high-touch" surfaces such as door knobs, door push bars, public phones, etc. In cases where further cleaning or decontamination may be needed after a primary exposure, defined as an employee with fever and cough at work, or an employee tested COVID-19 positive*, the following guidelines apply:

*Employee discloses result to the County or Public Health provides guidance to SOS work settings.

For Areas Impacted by Ill Employees:

- Close off and do not enter areas used by ill employee and wait as long as practical before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation to area.

For Cleaning:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use [Products with Environmental Protection Agency approved emerging viral pathogens](#) and follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).
- For porous surfaces and examples of products suitable for cleaning them, see [American Chemistry Council approved porous surface cleaning list](#).
- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Do not shake dirty laundry.
- Clean and disinfect hampers or other carts transporting laundry.
- Cleaning staff should wear disposable gloves and gowns that are compatible with the disinfectant products being used for all tasks in the cleaning process, including handling trash. Additional personal protective equipment (PPE) maybe required based on cleaning/disinfectant product, follow the recommended PPE for the products to assess if need for further PPE.
- Cleaning staff should immediately wash hands after removal of gloves.

***If staff are unable to clean site, request specialty cleaning services through Public Works Facilities Service Center (925) 313-7052.** Examples: Servepro, Service Masters, Clean Harbors, Crime Scene Cleaners.

- County owned office and non-office buildings – contract specialty cleaning service.
- County-leased buildings – confer with property owner if cleaning staff have proper training, materials, and equipment, or is there a need to contract specialty cleaning service.
- Health Services – healthcare settings can use trained environmental services staff, if properly equipped and trained.
- Sheriff detention settings evaluate if detention services workers can conduct the cleaning with guidance, if properly equipped and trained or contract for specialty cleaning.
- Probation institution settings evaluate if institutional services workers can conduct the cleaning with guidance if properly equipped and trained or contract for specialty cleaning.

DECISION TREE ATTACHMENT

- See attached decision trees for Non-SOS and SOS settings.

CALENDAR TOOL ATTACHMENT

- ‡ See attached calendar tool for tracking symptoms and when to resume work

REFERENCES

Employee Exposures: Health Services Department, Public Health Communicable Disease Review March 21, 2020
Health Services Department, Public Health Communicable Disease Review April 1, 2020
Health Services Department, Vista Oaks Occupational Medicine Review April 2, 2020
CAO Mail Broadcast [EMPLOYEE LEAVE UPDATE April 8th THROUGH May 31st](#) April 6, 2020
Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/Factsheet-for-Patients-2019-nCoV.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Equal Employment Opportunity Commission

https://www.eeoc.gov/facts/pandemic_flu.html

Decontamination Procedures:

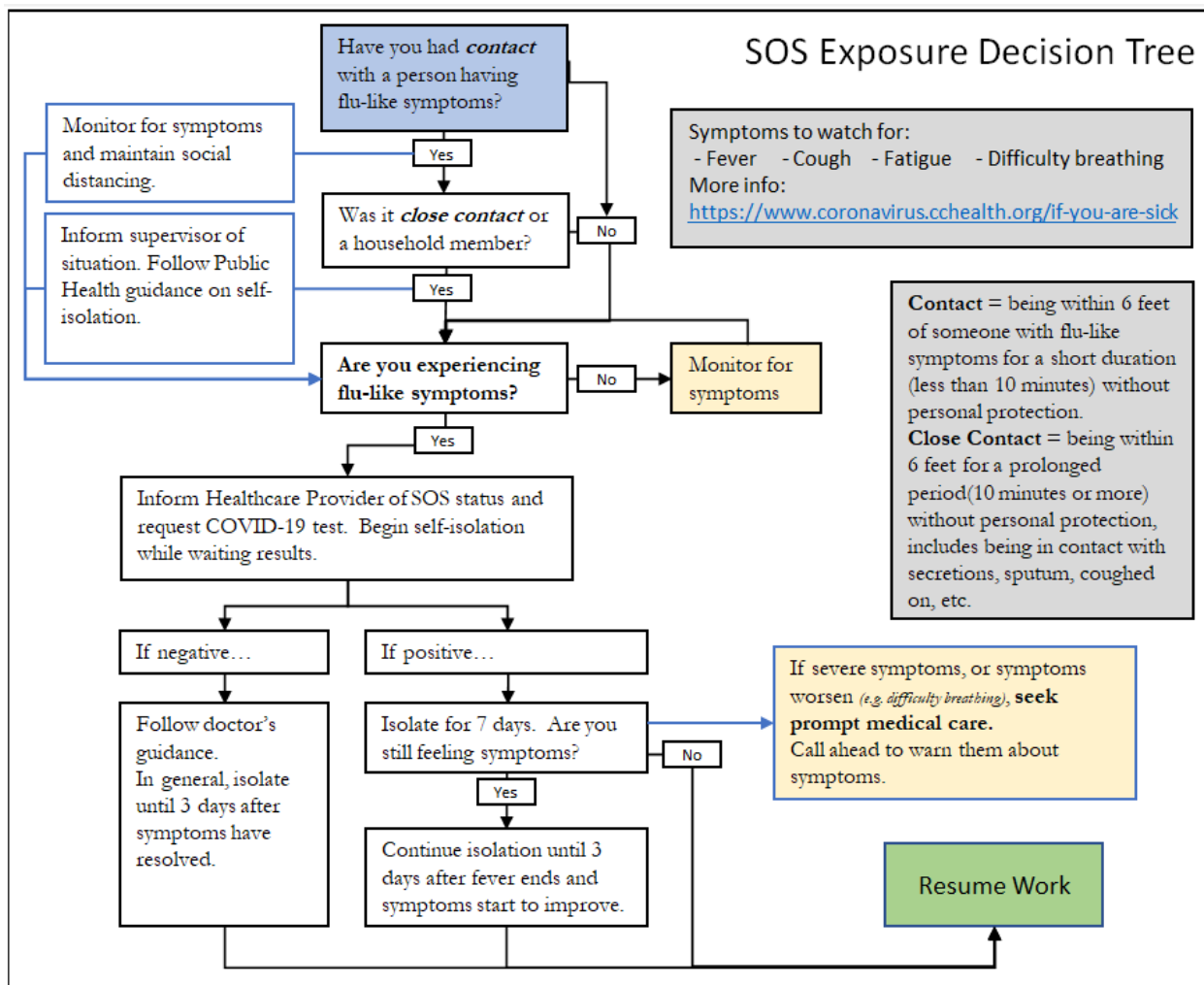
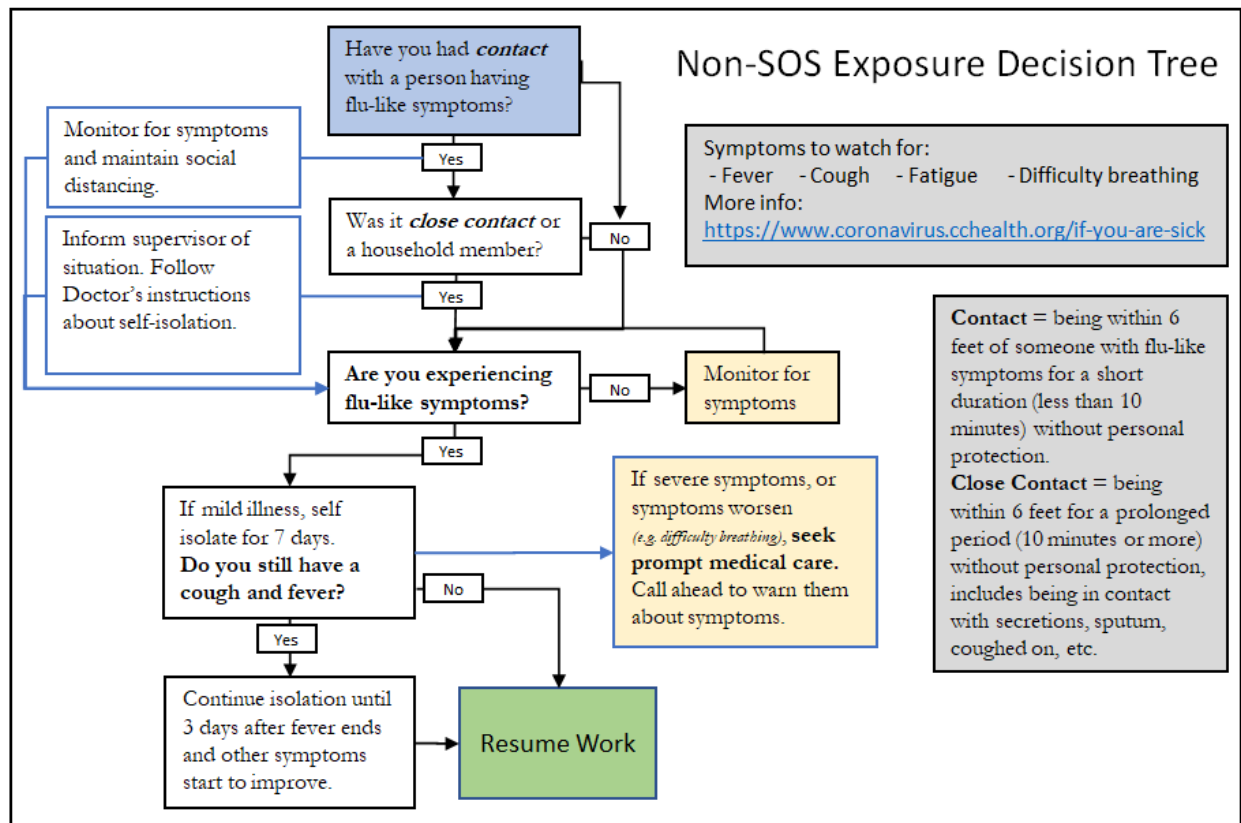
Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

EPA Approved Cleaning Materials (List N), <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

American Chemistry Council recommendations for porous materials, <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

REVISION HISTORY

DATE	CHANGES
April 9, 2020	<ul style="list-style-type: none">• Added definition of Critical Infrastructure services and workers• Added definition of Screening• Added Department Supervisor Guidance section• Added examples of face covering and screening activities in use at the county• Added CDC Interim Guidance for Critical Worker Safety Practices• Added CDC Essential Worker Do's and Don'ts link• Added reference to CAO Employee Leave Update dated April 6, 2020



Calendar Resource Tool for COVID-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____
Day ____	Day ____	Day ____	Day ____	Day ____	Day ____	Day ____

This calendar resource tool can be used to monitor your health, track your contact with symptomatic individuals, self-isolation times, and symptoms by date of onset and resolution to help you determine your health status and when it is appropriate to resume work.

Alternate Example:

Onset of flu-like symptoms: _____
Date

Date general symptoms have resolved:

_____ + 3 days = _____ is the date you can resume work, unless you have a fever.

Date

Date

Date fever resolved* _____ + 3 days = _____ is the date you can resume work.

Date

Date

*free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol)