



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: January 20, 2022

From: Debora Boutté, Departmental Human Resources Officer II

Subject: EHSD's COVID-19 Safety Protocols and County's Revised Exposure Decision Tree

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During these unprecedented times, EHSD management is appreciative of everyone's effort to continue providing public services to our community. We understand the concerns that everyone has for their safety and have worked to ensure safety for our employees and how to continue protecting them. In conversing with our partners at Local 1021, we acknowledged that we share the same values and goals. Thanks to this partnership, the department is reemphasizing our commitment to provide a safe environment for our employees to work as follows:

- Ordering KN95 masks for all employees (Please note KN95 masks are not considered respirators.)
- Re-instituting weekly cleanings in all of our buildings.
- Implementing physical distancing protocols in all of our buildings. (We have alerted all building managers of this change.)
- Increased janitorial support throughout the day.
- Continued access and distribution of PPE.

Also, for your convenience, please find attached to this memo the revised COVID-19 Exposure Decision Tree for your reference ([Attachment A](#)). This decision tree is dated January 18, 2022 and supersedes all previous versions. Also attached is the "Close Contact Precaution Handout" from Contra Costa County Public Health ([Attachment B](#)). It contains instructions for home quarantine and health monitoring for close contacts/household members. While reviewing the instructions, please keep in mind the County only accepts lab-processed test results; test results from home kits will not be accepted.

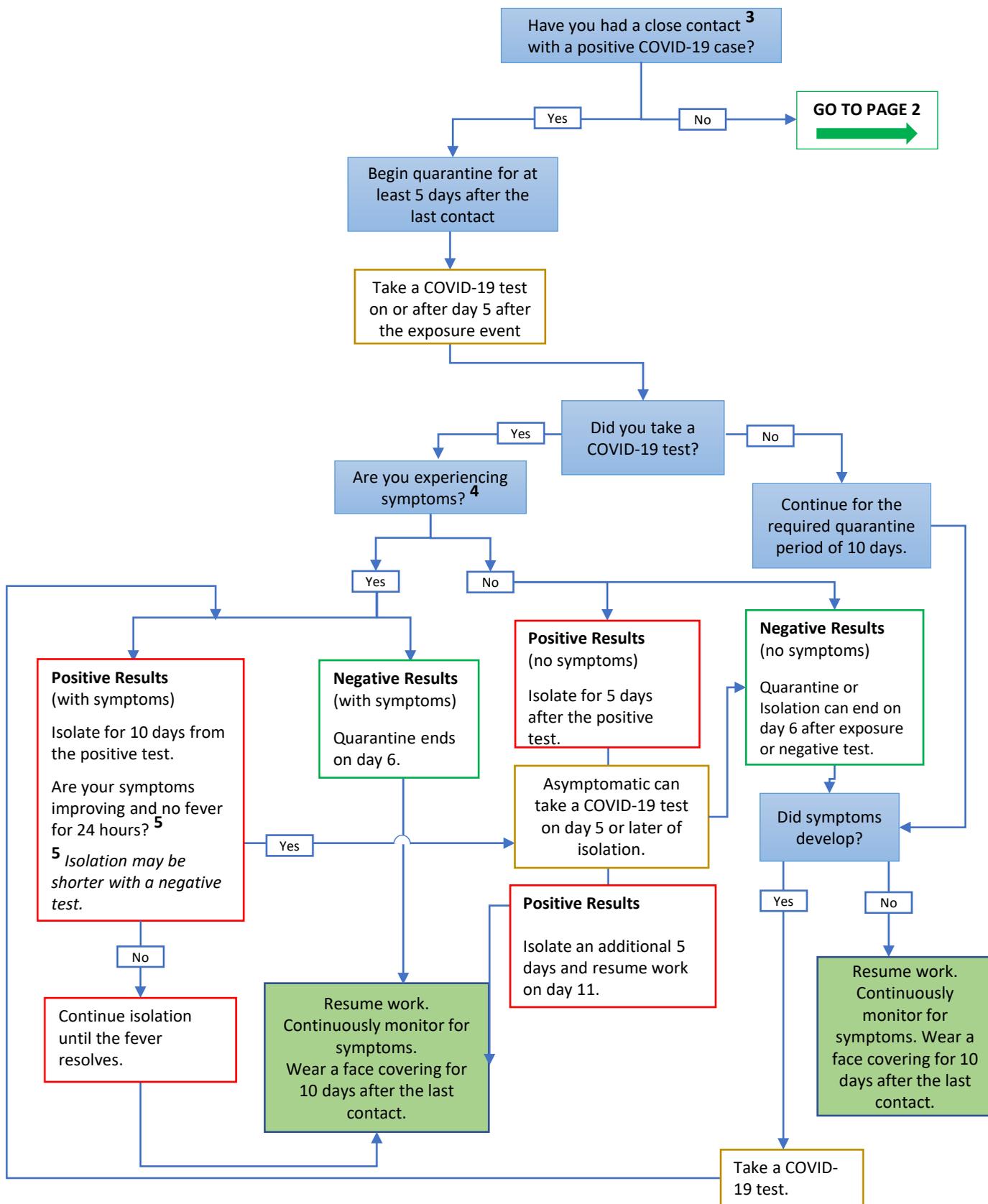
Both documents are included in the current [COVID-19 Prevention Program](#) dated January 18, 2022 published on the [County's COVID-19 Resources page](#) which was shared yesterday with all staff via STARS.

Supervisors and Management, please make sure to reference the correct version of the Decision Tree and COVID-19 Prevention Program when advising your staff.

If you have questions about the information in this memo, please contact your assigned Departmental HR Analyst.

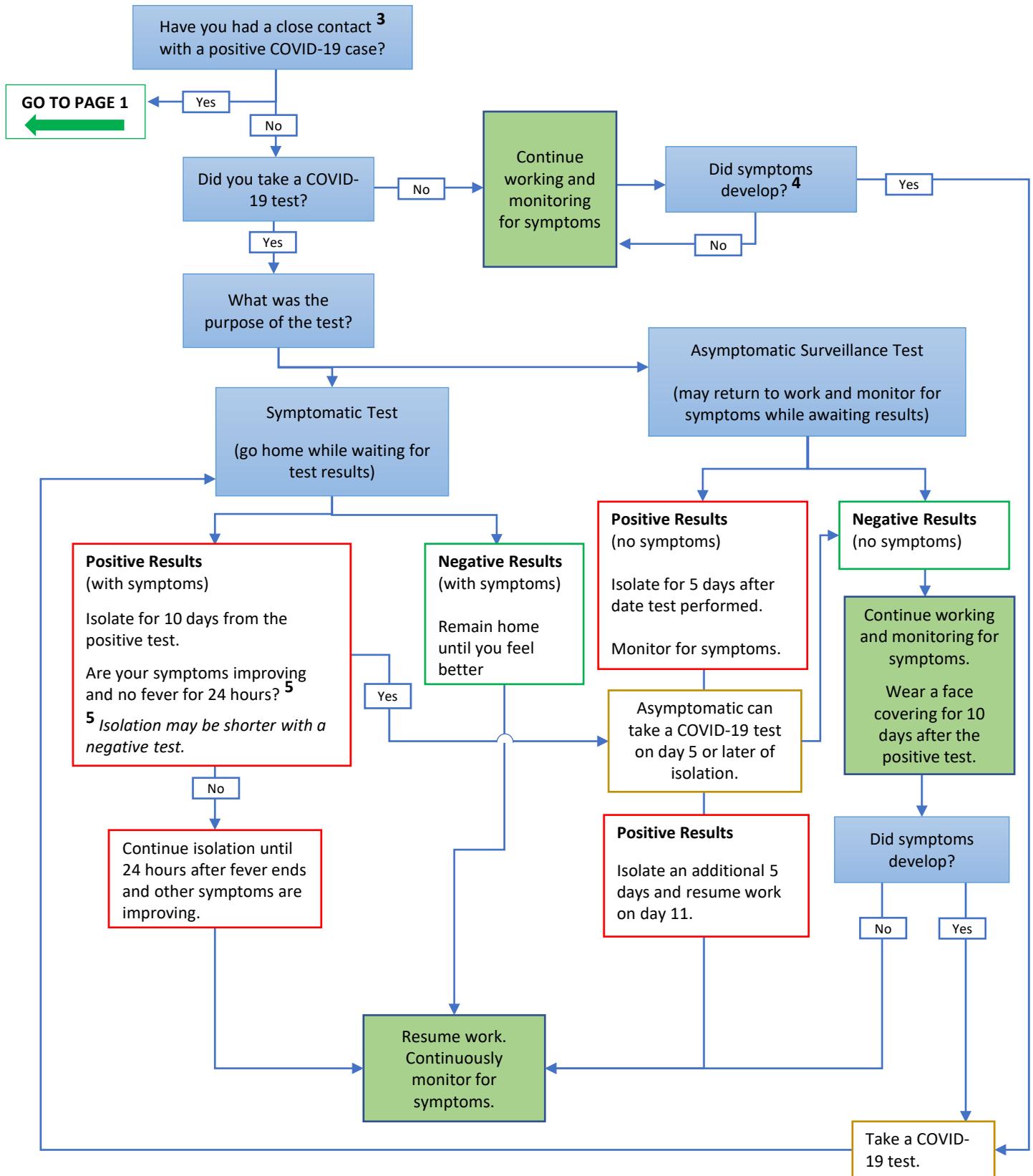
**GENERAL**

See page 4 for all notes and definitions



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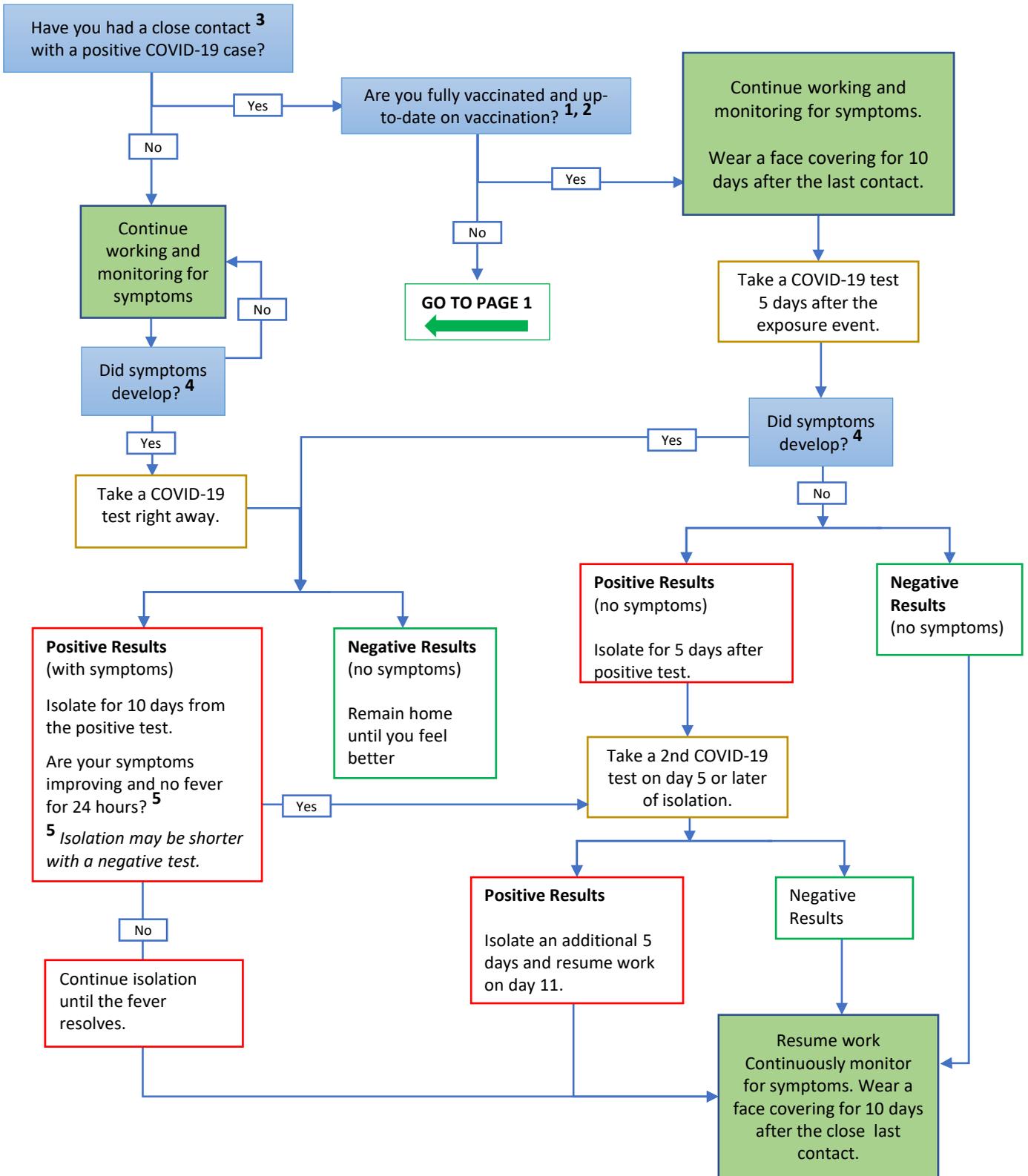
See page 4 for all notes and definitions



FULLY VACCINATED and UP-TO-DATE Vaccination <sup>1, 2</sup>

GENERAL

See page 4 for all notes and definitions



**GENERAL****Notes and Definitions****DEFINITIONS**

1. **Fully Vaccinated** means it has been two weeks since the second dose of Pfizer or Moderna or first dose of Johnson & Johnson COVID-19 vaccines.
2. **Up-To-Date Vaccination** means that individuals that are [eligible](#) for a booster dose have received it.
3. **Close Contact** is defined as:
  - Being within 6 feet of someone with a confirmed case of COVID-19 (tested positive) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset.
  - Living with someone who is a presumed or a positive test-confirmed COVID-19 individual.
4. **Symptoms of COVID-19** include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea See: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
5. **Reduced isolation** is when asymptomatic cases can return to work with a negative test on or after Day 5 of isolation. Symptomatic cases can return to work if symptoms are improved, there is no fever, with negative test on Day 5 or after.

**NOTES:**

1. If you are well and have had no close contact, or are awaiting results from asymptomatic surveillance testing, you do not need to isolate or quarantine and can continue normal activities.
2. Hospital and Health Center and detention health employees can contact Infection Prevention and Control by pager at (925) 346-4122 or email [InfectionPreventionAndControlProgram@cchealth.org](mailto:InfectionPreventionAndControlProgram@cchealth.org) for instructions and help with exposure risk level. Supervisors from Health Services Divisions other than the Hospital or Health Centers and other County Departments may consult with the Health Services Contact Tracing Unit via email at [covid.business.tracing@cchealth.org](mailto:covid.business.tracing@cchealth.org)
3. A minimum 20-day isolation period, starting after symptoms begin, is required for the following:
  - Individuals hospitalized with a severe or critical illness caused by COVID-19 illness
  - Individuals severely immunocompromised that test positive for COVID-19 (with or without symptoms)
  - After 20 days, continue isolation until 24 hours after fever ends and symptoms are improving.

**REFERENCES:**

Health Services – Home Isolation Instructions

<https://cchealth.org/covid19/providers/pdf/2020-self-iso-instructions.pdf>

Health Services – Home Quarantine Instructions

<https://cchealth.org/covid19/providers/pdf/Home-Quarantine-Instructions-for-Close-Contact.pdf>

Health Services – Instructions for Healthcare and Front Line Workers

<https://cchealth.org/covid19/providers/pdf/Instructions-for-Healthcare-Workers-with-Close-Contacts-to-COVID-19-Case.pdf>

## Attachment 13: Close Contact Precaution Handout

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## FOR CLOSE CONTACTS/HOUSEHOLD MEMBERS

### Instructions for Home Quarantine & Health Monitoring

Even though you may not feel sick, you must remain quarantined at home if you have been in close contact with someone with a known COVID-19 infection, depending on your booster status. Quarantine is a way to prevent the spread of the virus. You will need to stay home and monitor yourself for any signs of illness.

#### During your quarantine period, please follow the instructions below:

1. If you are unvaccinated or eligible for your booster but have not received it, stay in your home during the quarantine period:
  - a. For at least 5 days from your last exposure to someone infected with COVID-19. Quarantine can end if a test taken on or after day 5 is negative and you don't have symptoms. A home antigen test can be used to end quarantine.  
OR  
For 10 days if you do not test, and no symptoms are present.
2. Do not go to school.
  - a. If you had a close contact in a supervised K-12 school setting, your quarantine and school guidance maybe different. Quarantine recommendations should be discussed with school personnel.
3. Do not go to daycare, after school programs, extracurricular activities.
4. Do not go to work.
5. Do not go to the grocery store or run other essential errands (e.g., going to the pharmacy) unless it is absolutely necessary. Please plan to use family members or friends for your essential errands.
6. Do not have visitors for the duration of the quarantine period.
7. Wash your hands frequently with soap and water, especially after coughing, sneezing, blowing your nose, going to the bathroom, or having direct contact with moist materials such as tissue, diapers, and used masks. Hand sanitizer with greater than 60% ethanol or 70% isopropanol as active ingredients can also be used instead of soap and water if the hands are not visibly dirty.
8. Cover your mouth and nose with tissue when you sneeze or cough. Put tissues in the garbage and wash your hands immediately with soap and water or use hand sanitizer.
9. Do not share toothbrushes, drinks, or eating utensils.
10. After 5 days of home quarantine, continue to wear a well-fitting mask around others, especially indoors, for 10 days from your last exposure to someone with COVID-19, and continue to follow all recommended preventative measures and including current masking guidance.



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#### Monitor your health:

- Monitor yourself for symptoms. The most common symptoms of COVID-19 are fever, cough, and shortness of breath.
- If you start to feel sick, please contact your healthcare provider and let them know you have had contact with someone who has tested positive for COVID-19.
- If you develop symptoms and are unable to get tested for COVID-19 right away through your employer or healthcare provider, you can call Contra Costa Public Health at (844) 421-0804 8:00 am-3:30pm daily or visit <https://www.coronavirus.cchealth.org/get-tested> to schedule an appointment for COVID-19 testing.
- If you are diagnosed with COVID-19 or have symptoms of COVID-19 but unable to get tested, you will have to isolate at home until you have cleared the infection. Please visit <https://www.coronavirus.cchealth.org/for-covid-19-patients> and review self-isolation instructions for confirmed COVID-19 cases.

#### For Individuals who are up-to-date on their COVID-19 vaccine (have been fully vaccinated and received their booster shot when eligible)

If you are up-to-date on your COVID-19 vaccine and had close contact to someone with suspected or confirmed COVID-19 you do not need to quarantine if:

- You are fully vaccinated (it has been 2 weeks or more after getting the second dose in a 2-dose vaccine series, or 2 weeks or more after getting one dose of a single-dose vaccine series) and are not eligible for your COVID-19 booster **OR**
- For those eligible for a COVID-19 booster (you are 16 years and older, and 6 months from your second shot of a COVID-19 mRNA vaccine [i.e. Pfizer or Moderna] or 2 months after the single dose of Johnson and Johnson vaccine) **AND**
- You have not developed any symptoms since you had your close contact.

If you do not need to quarantine, you should still follow testing recommendations and test 5-7 days after a close contact to someone with suspected or confirmed COVID-19. You should also wear a mask while in public indoors settings and follow any local or state guidance on masking.

Regardless of your vaccination status, you should also continue to watch for symptoms of COVID-19 for 14 days after your close contact and if you start to feel sick, you should isolate immediately and follow the guidance in the *Monitor Your Health* section above. If you go to a healthcare setting (clinic, hospital, etc.) you should tell the facility that you are vaccinated but are a close contact to a COVID-19 case. As a close contact, you may still be contacted by public health for further information and guidance.



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If you do not meet all the criteria above, you should continue to follow current quarantine guidance (on page one of this document) after a close contact to a COVID-19 case.

#### When does quarantine end?

- Your quarantine will end if you do not have symptoms either:
  - After 10 days from your last exposure to the known COVID-19 positive individual, with or without testing. You must continue to monitor yourself for COVID-19 symptoms for the full 14-day period after your last exposure, as noted above under *Monitor Your Health*. You should also continue to use preventive measures such as the use of a mask/face covering and social distancing from others.
  - OR**
  - After 5 days from your last exposure to the known COVID-19 positive individual, If COVID-19 testing is done on or after day 5 from your last exposure to someone with COVID-19 and the test is negative. You must continue to monitor yourself for COVID-19 symptoms for the full 14-day period after your last exposure, as noted above under *Monitor Your Health*. You should also continue to use preventive measures such as the use of a mask/face covering and social distancing from others.
- If your household member is positive for COVID-19, you will need to be quarantined for either 10 or 5 days, as noted above, after your household member no longer needs to be isolated.
- If you live in a vulnerable setting, you may be asked to remain in quarantine for the full 14 days.
- Work restrictions after a close contact should be reviewed with your workplace.
  - Workplaces may ask you to remain off of work for the full 10 days, regardless of a negative test.

#### For Students in a K-12 Setting

If you or your child is a student who has had a close contact in a supervised K-12 school setting, you or your child's quarantine and school guidance may be different. Quarantine recommendations should be discussed with school personnel.

If you have any concerns or questions, please call the Public Health COVID Response line during normal business hours (Monday-Friday 8:00AM-5:00PM) at **925-313-6740** or email us at [CoCohelp@cchealth.org](mailto:CoCohelp@cchealth.org). You can also find more information online at [cchealth.org/coronavirus](http://cchealth.org/coronavirus).



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