



June 30, 2020

MEMORANDUM

TO: SJC Department Heads
FROM: Brandi Hopkins, Director of Human Resources
SUBJECT: **EMPLOYEES TESTING POSITIVE FOR COVID-19**

As the COVID-19 pandemic continues, Human Resources has received inquiries on what steps a Department should take if an employee tests positive for COVID-19. To date, eight departments have employees who have tested positive. Many other employees have been exposed, generally through household exposures. Overall, given the size of our organization, we have seen low numbers. This is good news; our staff are participating in preventative measures to slow the spread of this disease. Employee's health and well-being and the overall safety of our staff remains our top priority.

Employees are required to notify their employer if the employee tests positive. If your Department is notified of a COVID-19 positive employee, please follow these guidelines *immediately*:

- If the employee is at work, have the employee return home. Inform the employee that a medical release will be required in order to return to work.
- As with all medical leaves of absence, inform the employee that the use of available leave accruals and applicable State and Federal protected leave to which the employee is eligible will apply.
- Offer the employee workers compensation claim paperwork. Under the current presumption, the County is obligated to provide this information. An employee may choose to decline.
- Confirm with the employee that Public Health has been notified (this may be through the employee's physician). Public Health will remain the source for contact tracing, especially outside of the workforce.
- Departments will do the following:
 - Determine employee close contacts in the workplace.
 - Proper notification of employer close contacts. While individual employee names and situations will not be disclosed, Risk Management (RM) will work with the Department to notify other employees whom the employee was in close contact with to determine next steps.
 - Proper notification of all staff and other Departments the employee may be in close contact with. Contact County RM for assistance and sample language.
 - Proper sanitation of the workplace (employee's workstation, common areas, and high touch surfaces).

All employees should continue to practice precautions including: social distancing, hand hygiene, and use of face coverings. Please remind employees to remain home should the employee experience any symptoms.

Employees Testing Positive For Covid-19
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On June 23, 2020, Human Resources issued the Employee Health Guidance for General Employees (https://www.sigov.org/covid19/hr/ee_health_protocol_-_update_06-23-20.pdf). Please use this guide as a resource. Human Resources remains committed to assisting you in keeping our workforce safe. If you have any questions or concerns, please do not hesitate to contact me.

cc: Kathy Harris, Deputy Director of Human Resources
Tanya Moreno, County Safety & Risk Manager
Lolita Pearson, Safety Officer
Mignon Supnet, Disability Management Coordinator