EMPLOYEE HEALTH GUIDANCE FOR GENERAL EMPLOYEES

COVID-19

San Joaquin County

Greatness grows here.

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Table of Contents

PURPOSE

This Employee Health Protocol provides guidance based on currently known information about the coronavirus disease 2019 (COVID-19).   COVID-19 is a respiratory illness that can spread from person to person. The purpose of this protocol is to outline steps for Departments to take (non-healthcare settings) to keep employees safe in the event of an employee having confirmed COVID-19 or exposure.

County employees are designated as essential/critical infrastructure workers. Some Departments may have additional protocols depending on industry specific requirements.

GENERAL GUIDANCE

- If an employee appears ill, it is reasonable to ask the employee for more information to determine whether COVID-19 may have to be considered. Departments should provide the employee with CDC information on symptoms as noted above and ask the employee if they have had any of the listed symptoms within the past 72 hours. **Do not** ask employees about underlying health or medical conditions beyond the symptoms of COVID-19.
- Anyone that is symptomatic or mildly ill should stay home and notify their supervisor.
- If an employee shares that they are at a higher risk of complications due to COVID-19, ask the employee if they are seeking a reasonable accommodation and begin the interactive process. Contact HR for assistance.
- All information about an employee's symptoms, underlying health condition (if given), and the employee's identity **must be kept confidential**.
- Please review safety protocols, guidelines, and precautions to prevent COVID-19, which includes social distancing, use of face covering, hand hygiene-- washing hands with soap and water, self-monitoring, and disinfecting frequently touched surfaces.
- In certain situations and if feasible, consider the availability of remote work and assign the employee telework if the employee is well enough and willing. If telework is assigned, the employee should be reminded of any department policies regarding telework, including the need to accurately record time worked.
- If an ill employee is unwilling to leave voluntarily, contact your HR Analyst for assistance.
- Email Risk Management of possible COVID-19 exposure and/or COVID-19 ill employee. Risk Management email is: sjcriskmgmt@sjgov.org
- Review cleaning guidelines outlined by the CDC: https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html.

EMPLOYEES WHO ARE EXPOSED TO COVID-19 OR TEST POSITIVE

Supervisor/Manager Responsibility

- If an employee is at work, move the employee away from the general work area and into a private space.
- Interview the employee to identify close contacts in the workplace.
- Advise the employee to contact a physician.
- Notify the Department Head and determine if alternate work (telework) is an option.
- If telework is not available, employee has provided notice that they have been exposed and should be advised to stay home and obtain testing
- Require employee to provide test results or a doctor note to determine if/when return to work is advisable.
- Inform the employee that test results **must be communicated** to the department regardless of a positive or negative.
- Conduct daily status checks on the employee; this may be by e-mail or telephone.
- The employee's workstation should be cleaned and disinfected. Determine whether cleaning/disinfecting can be done after hours to protect the employee's identity. Common areas around the employee's workstation should also be cleaned and disinfected.

For Employees who are Close Contacts of COVID-19 positive person (either at work or outside of work)

- For close contacts to a sick employee, Department will meet with all workplace close contacts, advise them of the potential exposure, review safety protocols, guidelines, and precautions to be followed. Follow up with an e-mail documenting the meeting. Contact HR for assistance if needed.
- Require the employee obtain COVID-19 testing. Testing can be ordered by the employee's personal physician. Another option for testing is through Project Baseline (Verily) program. The on-line screening can be found at: https://projectbaseline.com/
- If results are negative, employees can return to work unless otherwise advised by their physician. If advised to return, employees are to conduct daily symptom checks, wear face coverings, adhere to social distancing, and practice consistent hand hygiene. Follow additional recommendations from employee's physician that may be submitted.
- If results are positive, the employee comply with physician's orders. The physician is responsible for reporting to public health who will review, and make contact as needed. Be sure to complete appropriate leave of absence paperwork.

CLOSE CONTACT

A close contact is defined as being within approximately 6 feet of a COVID-19 case for at least 15 minutes, starting from 48 hours prior to onset of symptoms and through their infectious period. This may be from exposure that occurred at work or outside of work.

A close contact does not include employees who are required to work with individuals who may have COVID-19 (i.e. healthcare workers, first responders) provided that they are wearing the appropriate PPE during the encounter.

Tracking:

- Update Department Head of employee's status and estimated date of return.
- Set up a system to manage the absence and return to work of the employee and their contacts. This includes:
    - Checking on the employee during his/her absence from work.
    - Encourage employees to return to work once they have recovered.
    - Remind the employee that a medical release is needed to return to work.

What employees should do?
- The employee should notify their supervisor or manager immediately after knowledge of close contact or possible exposure to an individual who has COVID-19 symptoms or who has tested positive for COVID-19.
- Contact private physician to determine what if any additional recommendation is needed.
- Schedule a test either through their physician or through Verily's Project Baseline: https://projectbaseline.com/

SYMPTOMATIC EMPLOYEES

Anyone that is symptomatic or mildly ill should stay home and notify their supervisor/manager immediately.

SYMPTOMS

Symptoms may appear 2 – 14 days after exposure to the virus. People with these symptoms or combinations of symptoms should contact their health care provider for advice:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of the following:

- Fever (temperature is defined as 100.4°F or higher)
- Chills
- Repeated shaking with chills

- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell

If you develop any of the following warning signs for COVID-19, get emergency medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

These lists are not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

NOTIFICATIONS

During the Workday and Outside of Normal Work Hours
If an employee comes to work sick or becomes sick during the workday, they must notify their supervisor immediately. If an employee becomes symptomatic outside of normal work hours, they should call their supervisor and be advised to stay home.

Supervisors and Managers: Please refer to the **Supervisor/Manager Responsibility** section on page 3. The employee may apply for Emergency Paid Sick Leave (EPSL) which may require provision of a medical note.

Upon notification, the employee's supervisor should notify the Department Head and have the employee's workstation cleaned and disinfected. Common areas around the employee's workstation should also be cleaned and disinfected.

RETURN TO WORK

The procedures and criteria apply to County employees in departments who are returning to work after COVID-19 illness or exposure. Some Departments may have additional protocols depending on industry specific requirements.

Before entering a worksite, all employees with lab confirmed COVID-19 (positive) must:

- Employee is required to provide a medical release or an alternative form of documentation supporting return-to-work.
- Free of fever over 100.4^o F for 72 hours (and without the use of fever reducing medications such as acetaminophen, ibuprofen, naproxen), **and**
- Have improving respiratory symptoms such as reduced cough, **and**

- Serve a 14-day period from the date of the first symptoms or positive test result, and follow advice of the employee's physician.
- Isolation may need to be longer than 14 days if an employee tested positive and continues to be sick. Employees who do not meet the improving symptom criteria for return to work must continue to isolate longer than 14 days until they meet the required 72 hours free of fever and improving symptoms, or have medical clearance to return to work.
- Encourage employees to return to work once they have recovered.
- Upon returning to work, employees must follow all workplace safety requirements that include maintaining safe physical distance (6-feet distance) from others, wearing a face covering, washing hands frequently, self-monitoring temperature, and more.

WORKERS' COMPENSATION

As of May 6, 2020, Governor Newsom signed a Temporary Executive Order N-62-20 providing a rebuttable presumption to California workers who test positive or are diagnosed with COVID-19.

If a department gains knowledge of an employee who may have been exposed to COVID-19 in the workplace and the employee tests positive/diagnosed, the workers' compensation process must be offered to the employee within 24-hours of the department's knowledge.

The employee has the option to decline filing a claim, but the obligation to offer the process in a timely manner must be met.

Standard paperwork and routing of workers' compensation packets remain the same.

LEAVE OF ABSENCE

Continue to follow COVID-19 related paperwork. Medical certification will be needed to support time off from work.

RESOURCES

Verily Project Baseline – employee must complete a screening questionnaire. If recommendation is to test, the employee will be provided options for testing sites. There is no cost to the employee: https://projectbaseline.com/

Centers for Disease Control (CDC): https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html