



COVID-19 Guidance for Departmental Human Resources Contacts March 25, 2020

Important Note: Always maintain confidentiality as required by law and only disclose personal/health information on a strict need-to-know basis. **DO NOT** disclose any personal/health information of the employee to the media or other third party. Contact your Agency/Department's County Counsel if you have any questions.

This Guidance applies to all employees who are working (in the office or telecommuting).

1. If an employee tests **POSITIVE** for COVID-19:

1. Immediately contact your Department Human Resources Officer/Manager.
2. Department Human Resources (or designee) should take the following actions:
3. Instruct the employee to stay home (or go home if at work) and follow instructions/orders for isolation from their medical service provider and Alameda County Public Health Department (ACPHD).
4. Provide the employee with information related to their rights under the Federal Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA).
5. For employees who are unable to work (including telecommuting) for the COVID-19 consider paid administrative leave.
6. Use the "Employee Contact Tracing" form (attached) and ask the employee to identify co-workers they may have been in prolonged direct contact with (within 6 feet for greater than 10 minutes within the last 2 weeks) and ask these individuals to self-quarantine for 14 days after the last date of exposure to the employee who tested positive and monitor for symptoms.
7. For employees in work facilities or work vehicles, schedule immediate cleaning and disinfecting of surfaces, equipment and other elements of the work environment of the employee. Use cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens.
8. An employee who has tested positive (or had COVID19 symptoms) may return to work 7 days after the first onset of symptoms (fever, or cough and headache, etc.), and 72 hours after being fever-free (under 100.4° F) without the use of fever-reducing medication and your other symptoms have improved. A doctor's note clearing the employee is not needed.
9. Upon return to work, ensure employee adheres to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
10. Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen
11. Contact ACPHD if you have any questions via email at ncov@acgov.org or call (510) 267-3250.

2. If an employee's spouse, household member, or intimate contact tests POSITIVE for COVID-19:

- Immediately contact your Department Human Resources Officer/Manager.
- Department Human Resources (or designee) should take the following actions:
 1. Determine if the employee had prolonged direct contact (within 6 feet for greater than 10 minutes within the last 2 weeks) with the individual who tested positive. If yes, instruct the employee to stay home for a period of 14 days from last contact with the positive case and monitor for symptoms, to contact their health care provider if they begin showing symptoms, and to notify their supervisors/Agency/Department HR if their condition worsens/if they receive a positive diagnosis.
 - a. If the employee is able to perform work at their quarantine location, determine if telecommuting is feasible when the employee is on self-quarantine.
 - b. Provide the employee with information related to their rights under the Federal Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA).

*Follow the guidance above if the employee eventually tests positive for COVID-19.

3. If an employee exhibits mild COVID-19 symptoms (fever, or cough and headache, etc.):

- Immediately contact your Department Human Resources Officer/Manager.
- Department Human Resources (or designee) should take the following actions:
 1. Directly contact the employee experiencing symptoms, and determine if:
 - a. The employee should be directed to return home and self-quarantine; or
 - b. The employee may remain at work if no symptoms, or continue telecommuting.
 2. If the employee is directed to return home and self-quarantine, advise them that they may return to work the latter of: 7 days after the first onset of symptoms (fever, or cough and headache, etc.), and 72 hours after being fever-free (under 100.4° F) without the use of fever-reducing medication and your other symptoms have improved. A doctor's note clearing the employee is not needed.

*Follow the guidance above if the employee eventually tests positive for COVID-19.

4. If an employee tests NEGATIVE for COVID-19 and exhibits mild COVID-19 other flu-like symptoms or illness:

- Immediately contact your Department Human Resources Officer/Manager.
- Department Human Resources (or designee) should take the following actions:
 1. Directly contact the employee experiencing symptoms, and determine if the employee should be:
 - a. Directed to return home; or
 - b. Remain at work, or continue telecommuting.
 2. If the employee is directed to return home, advise them that they may return to work 7-days after the first onset of symptoms and 72-hours of being fever-free (under 100.4° F) without the use of fever-reducing medication. A doctor's note clearing the employee is not needed.
 3. Provide the employee with information related to their rights under the Federal Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA).

*Follow the guidance above if the employee eventually tests positive for COVID-19.

Special Guidance for Healthcare Personnel and First Responders with Prolonged Close Contact with Patients who test positive for COVID-19:

- Prolonged Close Contact means being within 6 feet of a patient who tested positive for COVID-19 for more than 10 minutes or having unprotected direct contact to secretions or excretions (e.g., sneeze or cough on face of Healthcare Personnel, or HCP).
- Risk categories of "high risk", "medium risk" and "low risk" are also based on use of protective equipment. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
- HCP with low risk exposure may continue to work with self-monitoring.
- HCP with medium risk and high risk are instructed to stay at home, self-isolate, and actively monitor for fever and symptom for 14 days.
- Wear a facemask at all times while in the healthcare facility until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>
- <http://www.acphd.org/2019-ncov/clinicians.aspx>

Resources and Guidance:

County

- Alameda County Public Health: <http://www.acphd.org/2019-ncov.aspx>



Alameda County Public Health Department
Celebrating Healthy People in Healthy Communities

- For general inquiries, contact Alameda County Public Health Department via email ncov@acgov.org or call (510) 268-2101.

State

- California Office of Emergency Services:
<http://www.oesnews.com/>



- California Department of Public Health and CDPH's public announcement website:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
www.covid19ca.gov



- California Labor & Workforce Development Agency:
<https://www.labor.ca.gov/Coronavirus2019/>



- State of California's Employment Development Department:
https://www.edd.ca.gov/about_edd/coronavirus-2019.htm



Nation/World

- Centers for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

- World Health Organization (WHO):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>





Date: _____

HR Representative: _____

COVID-19 Employee Contact Tracing

Use this form to identify exposed co-workers of a person who tested positive for COVID-19.

Full Name:		Employee #:
Classification:	Department:	Division:
Phone Number:		Email:

1. What is the reason you are out? _____
2. Were you symptomatic (fever, or cough and headache, etc.), when you were at work? Yes / No
3. Have you received a positive diagnosis? Yes / No
4. Have you been tested? Yes / No
5. Last day of work?
6. Did you notify your supervisor of your COVID-19 status? Yes / No a. Name of person notified: _____ b. Date of Notification: _____

7. Please identify with whom you had close contact while you had symptoms, both in the office/public and when:
 Close Contact means being within 6 feet of a person for more than 10 minutes

Provided by Employee	Used by Human Resources		
Name	Phone #	Date of Contact	Comment

Use reverse side, if needed.

Script:

The reason I am calling you is because we received information that you may be out due to COVID-19 related reasons. We need to know if there was potential for exposure in the workplace. We will not disclose your medical diagnosis and will keep your identity confidential. I apologize if you may have already received these questions from a public health representative. We appreciate your assistance in providing this information.