

# CITY OF ALAMEDA

## REPORTING FORM FOR POSITIVE COVID-19 TESTS

Please complete within 24 hours of being notified of a positive test. Form should be emailed to:

**covid@LWPclaims.com and covid@alamedaca.gov**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Initials of employee who tested positive and their department: \_\_\_\_\_  
\_\_\_\_\_
2. Date of employee's positive test (date employee was tested): \_\_\_\_\_  
Last day employee worked prior to test being taken: \_\_\_\_\_
3. Specific address(es) of employee's place of employment during the 14 days preceding the positive test (list all that may apply): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Highest number of employees who reported to each of the worksites in Question 3 on any given workday during the 45 days preceding the date of the positive test:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FREQUENTLY ASKED QUESTIONS

**1. Q: What triggers the obligation to complete this form?**

A: This form should be completed for every instance an employee informs the City of testing positive for Covid-19 after July 6, 2020, if the employee came to work during the 14 days preceding the date of the positive Covid-19 test. The form does not need to be completed for employees whose positive test date was before July 6, 2020, even if the employee had Covid-19 after July 6, 2020. The form also does not have to be completed for employees who did not come into work during the 14 days prior to the positive test. The City should not be affirmatively inquiring whether employees have tested positive.

**2. Q: Who should this information be shared with?**

A: Information about an employee's positive test for Covid-19 should only be shared with Risk Management, HR, and necessary department supervisors, due to the City's general obligation to keep employee medical information private.

**3. Q: What counts as a "place of employment?"**

A: Any building or facility where an employee performs work at the City's direction. An employee's home or residence does not qualify, nor do streets, parks, other outdoor sites,

or residential site visits. If an employee tests positive for Covid-19 and worked at multiple buildings or facilities, each unique worksite address should be included in this form.

4. **Q: How soon should the form be completed after learning about the employee's positive test?**

A: ASAP. The City is obligated to information regarding new Covid-19 cases to our workers' compensation claims administrator within 3 days. Information for positive tests between July 6 through September 17, 2020 must be sent to Risk Management and HR by October 23, 2020.

5. **Q: Does this form need to be filled out for volunteers and part-time employees?**

A: Yes.

6. **Q: How is the highest number of employees at a given worksite determined?**

A: Sign-in forms at the entrances of City buildings and facilities, as well as department schedules and crew sheets, should be helpful sources of information for determining the highest number of employees at a given worksite. To the extent it is impossible to determine this number with 100% certainty, please provide information based on the best available knowledge.