



City of Alameda • California

Steps to follow when an employee notifies you of a COVID-19 positive test or of an exposure outside of work

Next steps with employee who had positive test results:

1. The City will follow all CDC, CDPH and Cal/OSHA guidelines regarding exclusion from work: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>
2. Quarantined Employees should be instructed to not return to work until they have the approval of HR/their Supervisor / or Manager.
3. Discuss with employee anyone they may have had close contact with in the workplace. CDPH revised its definition of “close contact” so that it is now defined as follows:
 - In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person’s infectious period.
 - In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person’s infectious period.
 - Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) are considered distinct indoor airspaces.
4. The manager must work with the employee to understand all employees and vendors the employee may have had close contact with in the workplace. Please refer to **Attachment C** of the City’s CPP for detailed information on investigating COVID-19 cases.
5. Unless employee has stated they believe the exposure was from outside the workplace provide the employee with the DWC-1 Workers Compensation form. If employee returns form complete all required follow up paperwork.

Next steps for workplace:

1. Immediately contact the City’s Human Resources Director and Risk Manager, Elizabeth Mackenzie to notify them of the positive test.
2. Please complete the City of Alameda’s **COVID-19 Reporting Form** (SB1159 Required Form) within 24 hours of being notified of the positive test. The form should be emailed to **covid@LWPclaims.com** and **covid@alamedaca.gov**
3. Work with Human Resources on contact tracing for any close contact/potential exposures. Please refer to CDPH’s close contact definition above. See **Attachment C** of the City’s COVID- 19 Protection Plan for detailed information on investigating COVID-19 cases.
4. Work with Human Resources to individually contact each workplace close contact to notify them of the exposure, to provide testing information, if employee can work remotely and if not how pay and benefits will continue. Do not provide the name of the employee who tested positive. This is confidential.
5. Work with Human Resources to follow up to send the written notice with testing information to close contacts. This can be done by email using the **COVID-19 Employee Exposure Form**.
6. Work with Human Resources to send the COVID-19 **Employee Workplace Notification Form** to employees in the workplace who were not identified as close contacts but may have been in the workplace at the same time as the employee.

7. Work with Human Resources to send notice to bargaining units representing impacted employees. Attach the notices sent to employees to this notification.
8. Review the City's COVID-19 Protection Plan to ensure all required steps have been followed.

Steps to follow if an employee has notified you of an exposure outside of work:

1. Try to determine the employee's exposure/contact with the individual who tested positive and/or individual who is symptomatic and being tested. Please refer to CDPH's close contact definition above.
2. The City will follow all CDC, CDPH and Cal/OSHA guidelines regarding exclusion from work. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>
3. Quarantined Employees should be instructed to not return to work until they have the approval of HR/ their Supervisor / or Manager.
4. If employee can work remotely they should be directed to do so. If they are unable to work remotely they are able to use sick leave or COVID-19 leave.
5. During critical staffing shortages when there are not enough staff to provide essential City services, essential critical infrastructure workers may return per guidance from the ACDPH, CDPH and CAI/OSHA <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>
6. The employee should be directed to be tested. Best results for testing are the fifth day following exposure. An employee cannot be required to be tested but the City does provide release time for testing.
7. If employee develops symptoms and or tests positive for COVID-19 they should be directed to notify the department.
8. Contact the Human Resources Director, Human Resource Analyst or Lisa Llewellyn, Safety Coordinator to notify them of the potential exposure.
9. Human Resources will work with you to identify anyone the exposed individual has been in contact with in the event the employee tests positive.

Steps to follow to clean and disinfect buildings or facilities when someone is sick or has a COVID-19

diagnosis:

1. Close off areas used by the person who is sick.
2. Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
3. Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their office or cubicle. If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
4. Once area has been appropriately disinfected, it can be opened for use.
5. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.