



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. Instruct employee to remain out of the workplace until they meet CDC guidelines to report to work (At least 10 days have passed since symptoms first appeared and at least 24 hours have passed since last fever without the use of fever-reducing medications and symptoms (e.g., cough, shortness of breath have improved). Employee should be instructed to not return to work until they have the approval of their manager.
2. Discuss with employee anyone they may have had close contact with in the workplace. A close contact is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated. 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 COVID-19 Protection Plan for detailed information on investigating COVID-19 cases.
3. 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, Montague Hung to notify them of the positive test.
2. Complete the City of Alameda's **COVID-19 Reporting Form** (SB1159 Required Form) for a COVID-19 Positive Test within 24 hours and send to the Human Resources Director and Risk Manager, Montague Hung.
3. Work with Human Resources on contact tracing for any close contact/potential exposures. A close contact is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.
 - Please refer to **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. A close contact is defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.
2. If an employee did have close contact with an individual who tested positive for COVID-19 or has symptoms of COVID-19 they should be directed to not report to the worksite. 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.
3. An employee who has been exposed cannot return to the worksite until
 - Excluding asymptomatic employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case with or without testing. Employees must have approval prior of their supervisor prior to returning to work.
 - During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR test result from a specimen collected after Day 5.
4. 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.
5. If employee develops symptoms and or tests positive for COVID-19 they should be directed to notify the department.
6. Contact the Human Resources Director, Human Resource Analyst or Lisa Llewellyn, Safety Coordinator to notify them of the potential exposure.
7. Human Resources will work with you to identify anyone the exposed individual has been in contact with in the event the employee tests positive.