

## Steps to Follow When an Employee Notifies you of a COVID-19 Positive Test or of an Exposure Outside the Workplace

### Next Steps with Employee who Tested Positive:

- 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>
- Employees who test positive may return to work:
  - For cases with symptoms, with or without fever, from the day of symptom onset until at least 24 hours have passed. Excluded employees may return when 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms are mild and improving, OR
  - For cases with no symptoms, there is no infectious period and no recommended isolation. If symptoms develop, the criteria above will apply.
- COVID-19 cases must wear face coverings when returning to work as follows:
  - For COVID-19 cases with symptoms, face coverings are required until 10 days have passed since COVID-19 symptoms began, or
  - For COVID-19 cases without symptoms, face coverings are required until 10 days have passed from the date of their first positive COVID-19 test.
- Face Coverings are available at the Human Resources office located at City Hall in Room 290.

### Next Steps for the Manager / Supervisor:

- Determine when the COVID-19 case was last in the workplace, and if possible, the date of testing and onset of symptoms.
- Complete **ALAMEDA COVID-19 Reporting Form** and send to [covid@alamedaca.gov](mailto:covid@alamedaca.gov)
- Determine which employees may have been exposed to COVID-19 through close contact tracing. The manager / supervisor must work with the employee to understand all employees and vendors the employee may have had close contact within the workplace. CDPH's definition of "close contact" is defined as follows:
  - In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a COVID-19 case's infectious period.
  - In large indoor spaces greater than 400,000 cubic feet per floor, a close contact is defined as being within 6 feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
  - Offices, suites, rooms, waiting areas, break or eating areas, bathrooms or other spaces that are separated by floor-to-ceiling walls are considered distinct indoor airspaces.
- Complete the **Employee Exposure Form** and send to all close contacts (using the criteria described above).
- COVID-19 testing is available to employees with a close contact at no cost and during working hours, with the exception of asymptomatic employees who recently recovered from COVID-19 (returned cases). Please contact HR if the close contact needs a rapid test kit.
- Unless an 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.

- Complete the **COVID-19 Workplace Notification Form** and send it 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.
- Work with Human Resources to send notice to bargaining units representing impacted employees. Attach the notices sent to employees to this notification.
- Review the **City of Alameda'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 the Workplace:**

- 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 the CDPH's close contact definition above.
- An employee cannot be required to be tested but the City does provide release time for testing. HR can provide a rapid test kit.
- If an employee develops symptoms and or tests positive for COVID-19 they follow the isolation guidelines previously listed above.
- 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 Cal/OSHA.
- Contact the Human Resources Director or Lisa Llewellyn to notify them of the potential exposure. Human Resources will work with you to identify anyone the exposed individual has been in contact in the event the employee tests positive.



