Responding to COVID-19 in the Workplace
Link: California Dept of Public Health

LIVE WELL SAN DIEGO

IF A STAFF/VOLUNTEER/VISITOR HAS:

1 **A measured temperature of > 100°F on site**

OR

2 **Any of the following symptoms:**

- ❖ Fever or chills
- ❖ Cough
- ❖ Fatigue
- ❖ Muscle or body aches
- ❖ New loss of taste or smell
- ❖ Congestion or runny nose
- ❖ Headache
- ❖ Sore throat
- ❖ Nausea or vomiting
- ❖ Diarrhea
- ❖ Shortness of breath or difficulty breathing

3 **TAKE THE FOLLOWING ACTIONS:**

a) Ensure the symptomatic person is in appropriate personal protective equipment (PPE) and remove them from public spaces
b) Isolate person until they can be transported home
c) Refer symptomatic person to their Primary Care Provider. If they do not have one, they can call 2-1-1.

REMINDER! Ensure your Safe Reopening Plan is completed, posted in visible locations, and discussed with employees.

1

Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic (does not have symptoms) and as recommended by their healthcare provider.

2

If it has been less than 7 days since employee has been in the facility, temporarily close general area where employee worked until cleaning is completed. Conduct deep cleaning of the area where employee worked and may have been (breakrooms, restrooms, travel areas) with EPA-approved cleaning agents. Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

If it has been more than 7 days since employee used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

3

Cooperate with the County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace[3].

4

Promptly report that an employee was diagnosed with COVID-19 to the **County Department of Public Health** by calling **888-950-9905**. Include 1) name, 2) date of birth, and 3) contact information of the employee[1].

5

Record and report work-related COVID-19 illnesses or fatality as per other occupational health reporting requirements.

6

When **three or more cases** are identified at the workplace within a span of 14 days, provide notice of the exposure to any employees, customers, or any other persons who may have been exposed[3].

It is strongly recommended that employers also provide notice when at least one employee is diagnosed with COVID-19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Employers should not require employee to provide a negative COVID-19 test result or healthcare provider's note to return to work.

FLOWCHART IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE FOR COVID-19[1,2]

RETURN TO WORK WHEN:

At least 10 days* since start of symptoms (or since first positive PCR test if person is asymptomatic)
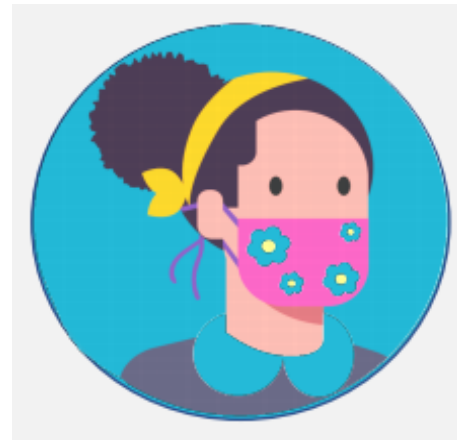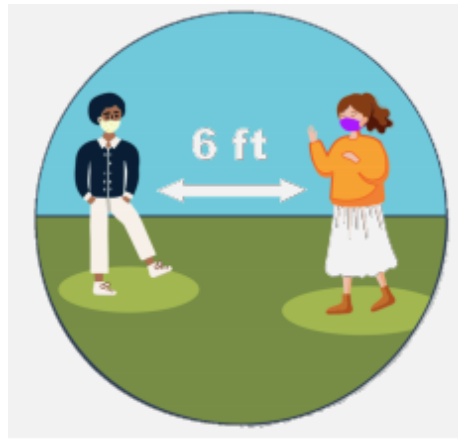
+

At least 24 hours since the last fever without the use of fever-reducing medications
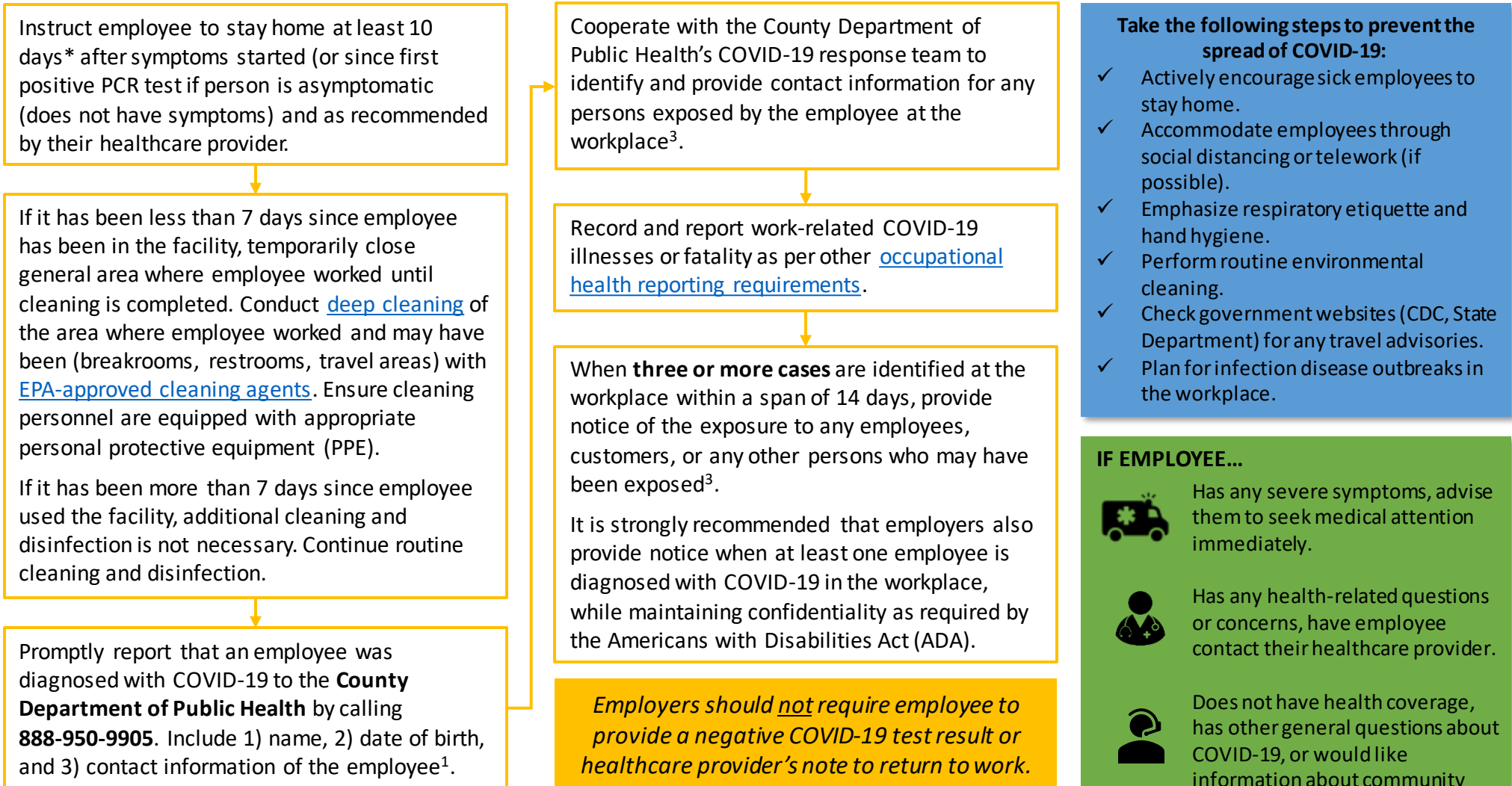
+

Improvement in symptoms

*Isolate for 20 days for patients with severe to critical illness or who are severely immunocompromised

ALWAYS: CONTINUE PREVENTION

FLOWCHART IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE FOR COVID-19[1,2]

Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic (does not have symptoms) and as recommended by their healthcare provider.

If it has been less than 7 days since employee has been in the facility, temporarily close general area where employee worked until cleaning is completed. Conduct deep cleaning of the area where employee worked and may have been (breakrooms, restrooms, travel areas) with EPA-approved cleaning agents. Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

If it has been more than 7 days since employee used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Promptly report that an employee was diagnosed with COVID-19 to the **County Department of Public Health** by calling **888-950-9905**. Include 1) name, 2) date of birth, and 3) contact information of the employee[1].

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Take the following steps to prevent the spread of COVID-19:
- ✓ Actively encourage sick employees to stay home.
- ✓ Accommodate employees through social distancing or telework (if possible).
- ✓ Emphasize respiratory etiquette and hand hygiene.
- ✓ Perform routine environmental cleaning.
- ✓ Check government websites (CDC, State Department) for any travel advisories.
- ✓ Plan for infection disease outbreaks in the workplace.

IF EMPLOYEE...

Has any severe symptoms, advise them to seek medical attention immediately.

Has any health-related questions or concerns, have employee contact their healthcare provider.

Does not have health coverage, has other general questions about COVID-19, or would like information about community resources, have them call 2-1-1.

RETURN TO WORK WHEN:

At least 10 days* since start of symptoms (or since first positive PCR test if person is asymptomatic) **+** At least 24 hours since the last fever without the use of fever-reducing medications **+** Improvement in symptoms

*Isolate for 20 days for patients with severe to critical illness or who are severely immunocompromised.
[1] See COVID-19 Employer Playbook for a Safe Reopening for more information.
[2] See COVID-19 Industry Guidance: Schools and School-Based Programs for more information.
[3] As per San Diego County Public Health Order.

RESOURCES FOR Responding to COVID-19 in the Workplace
Link: California Dept of Public Health

- County of San Diego Flowchart if an Employee is Suspected or Confirmed Positive for COVID-19
- Responding to COVID-19 in the Workplace (CDPH)
- Interim General Guidance on Protecting Workers from COVID-19 (Cal/OSHA)
- List of Approved Products for Use Against COVID-19 (EPA)