

**COVID-19 Pandemic  
HR Quarantine & Notification Protocols  
March 18, 2020**

Scenario	Protocol
<p>Employee reports that he/she tested positive for COVID-19</p>	<p>Agency Notification</p> <ul style="list-style-type: none"> <li>• Applicable local health agency [Los Angeles Health Department of Public Health/San Diego Health and Human Services Agency/etc.] <ul style="list-style-type: none"> <li>○ Reporting department <ul style="list-style-type: none"> <li>▪ ECS</li> </ul> </li> <li>○ When to notify local public health agency <ul style="list-style-type: none"> <li>▪ Immediately upon report of positive test</li> </ul> </li> </ul> </li> <li>• Cal/OSHA <ul style="list-style-type: none"> <li>○ Reporting department <ul style="list-style-type: none"> <li>▪ Safety</li> </ul> </li> <li>○ When to notify Cal/OSHA <ul style="list-style-type: none"> <li>▪ Must be (1) work-related and (2) death or serious injury or illness <ul style="list-style-type: none"> <li>• Work-related: Did the employee contract COVID-19 in the workplace? <ul style="list-style-type: none"> <li>○ Is there reason to believe the employee was exposed at work (e.g., contact with positive COVID-19 customer or positive COVID-19 employee)?</li> </ul> </li> <li>• Death, serious injury/illness criteria for COVID-19 cases: Death or inpatient hospitalization for reasons other than medical observation or diagnostic testing. <ul style="list-style-type: none"> <li>○ An employee recovering at home is not a reportable case.</li> <li>○ If the employee is later admitted to the hospital for treatment, report to Cal/OSHA if it was also determined that the employee contracted COVID-19 in the workplace.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Isolation/Quarantine guidelines</p> <ul style="list-style-type: none"> <li>• ECS: Immediately send the employee home if not home already, contact the local health department, and follow guidance provided by the local health department <ul style="list-style-type: none"> <li>○ Los Angeles County (<a href="http://publichealth.lacounty.gov/">http://publichealth.lacounty.gov/</a>; phone: 211)</li> <li>○ Orange County (<a href="https://www.ochealthinfo.com/phs/">https://www.ochealthinfo.com/phs/</a>; phone: (800) 564-8448 or 211)</li> <li>○ Ventura County (<a href="http://www.vchca.org/agency-divisions/public-health">http://www.vchca.org/agency-divisions/public-health</a>; phone: (805) 465-6650)</li> <li>○ San Bernardino County (<a href="http://wp.sbcounty.gov/dph/">http://wp.sbcounty.gov/dph/</a>; phone: (909) 387-3911)</li> </ul> </li> </ul>

- Riverside County (<https://www.rivcoph.org/coronavirus>; phone: 211)
- Santa Barbara (<https://www.countyofsb.org/phd/>; phone: (800) 400-1572 or 211)
- San Diego (<https://www.sandiegocounty.gov/hhsa/programs/phs/>; phone: 211)
- Generally, individuals who test positive for COVID-19 should self-isolate and not return to the workplace for 14 days from the time they become ill, but no earlier than 10 days after they fully recover. Deference should be given to guidance provided by the local health department.

#### Communications with infected employee

- ECS
  - Unless a public health agency recommends a different timeframe, ask the infected employee to identify for the 72 hours before the employee first developed symptoms or was diagnosed, whichever is longer:
    - His/her work location(s)
    - All individuals who worked in his/her immediate vicinity
      - Those at highest risk of exposure are those who the infected employee either coughed or sneezed on, were within six feet of the person for a prolonged period, or shared common surfaces.
  - Isolation/Quarantine period
    - Inform the employee that he/she should only discontinue the isolation/quarantine period only after the employee's health care provider and state or local health department has cleared the employee to do so.
  - RTW
    - Require the employee to provide verification that the local health department or a health care provider cleared him/her to return to work or discontinue working remotely.
  - Additional Notifications
    - Workers' compensation (if work-related)
    - Benefits eligibility
    - Remote work guidelines (if applicable)

#### Notification to others

- ECS/Supervisor: Identify potential contact with others
  - Determine the areas where the employee most frequently worked and went to meetings and the individuals with whom the employee physically interacted for work-related purposes.
    - Those at highest risk of exposure are those who the infected employee either coughed or sneezed on, were within six feet of the person for a prolonged period, or shared common surfaces.
  - Review the contact list provided by the employee

	<ul style="list-style-type: none"> <li>• Notification to employees <ul style="list-style-type: none"> <li>○ ECS: Send communication to identified employees [Link to letter #1a].</li> </ul> </li> <li>• Notification to non-employees <ul style="list-style-type: none"> <li>○ ECS: Send communication to identified non-employees (e.g., contractor/vendor, etc.) [Link to letter #1b].</li> </ul> </li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• Facilities <ul style="list-style-type: none"> <li>○ If the employee worked onsite during the 72 hours prior to developing symptoms or receiving the diagnosis, deep clean the employee’s work area during non-working hours in accordance with the Janitorial Protocols for COVID-19 [link].</li> <li>○ In accordance with the Janitorial Protocols for COVID-19 [link], deep clean other work locations identified by the infected employee as areas frequented by the employee during the 72 hours prior to developing symptoms or receiving the diagnosis in accordance with the Janitorial Protocols for COVID-19 [link].</li> </ul> </li> </ul>
<p>Employee reports close contact (less than six feet) with someone who has tested positive and is in self-quarantine (e.g., customer, member of household, other member of the public, etc.) but employee has not tested positive and has no symptoms.*</p> <p>*If employee has symptoms, refer to protocol for scenario one.</p>	<p>Isolation/Quarantine guidelines</p> <ul style="list-style-type: none"> <li>• ECS: Immediately send the employee home until further notice.</li> </ul> <p>Communications with the potentially exposed employee</p> <ul style="list-style-type: none"> <li>• ECS <ul style="list-style-type: none"> <li>○ Isolation/Quarantine period <ul style="list-style-type: none"> <li>▪ 14 days from the date of close contact</li> </ul> </li> <li>○ RTW <ul style="list-style-type: none"> <li>▪ Inform employee that he/she will be required to obtain clearance from Employee Care Services before returning to work or discontinuing working remotely.</li> </ul> </li> <li>○ Additional Notifications <ul style="list-style-type: none"> <li>▪ Benefits eligibility</li> <li>▪ Remote work guidelines (if applicable)</li> </ul> </li> </ul> </li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• Facilities <ul style="list-style-type: none"> <li>○ If employee worked onsite during the 72 hours prior to becoming aware of the potential exposure, deep clean the employee’s work area during non-working hours in accordance with the Janitorial Protocols for COVID-19 [link].</li> </ul> </li> </ul>
<p>Employee appears to have a fever or acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or</p>	<p>Isolation/Quarantine guidelines</p> <ul style="list-style-type: none"> <li>• ECS/Supervisor: Immediately send the employee home until further notice. If the supervisor sends the employee home, the supervisor must also report the incident to ECS.</li> </ul> <p>Communications with the potentially sick employee</p>

<p>becomes sick during the day.*</p> <p>*If the employee reports having been exposed to the virus within two weeks of becoming sick, refer to protocol for scenario one.</p>	<ul style="list-style-type: none"> <li>• ECS <ul style="list-style-type: none"> <li>○ Isolation/Quarantine period <ul style="list-style-type: none"> <li>▪ Inform the employee that he/she must stay away from the workplace until he/she no longer displays symptoms or a fever for a minimum of 24 hours without the use of fever-reducing medications.</li> </ul> </li> <li>○ RTW <ul style="list-style-type: none"> <li>▪ Inform the employee that he/she will be required to obtain clearance from Employee Care Services before returning to work or discontinuing to work remotely.</li> </ul> </li> <li>○ Additional Notifications <ul style="list-style-type: none"> <li>▪ Benefits eligibility</li> <li>▪ Remote work guidelines (if applicable)</li> </ul> </li> </ul> </li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• If the employee worked onsite during the 72 hours prior to developing symptoms, deep clean the employee’s work area during non-working hours in accordance with the Janitorial Protocols for COVID-19 [link].</li> </ul>
<p>Employee reports close contact (less than six feet) with an individual who in the past 14 days returned from a CDC Level 3 area</p>	<p>Communications with the potentially exposed employee</p> <ul style="list-style-type: none"> <li>• ECS/Supervisor <ul style="list-style-type: none"> <li>○ Instruct the employee to closely monitor his/her health and stay at home if they develop a fever or acute respiratory illness symptoms.</li> </ul> </li> </ul>