



## COVID-19 WORKPLACE EXPOSURE PROTOCOL

### **Confidential Statement**

***Individual employee medical information shall remain confidential and is not to be shared. Exposed employees should not be given the name or medical information of the confirmed positive employee.***

The purpose of this protocol is to provide department leadership with guidance on response once made aware of an employee who has tested positive for COVID-19 or been exposed to an individual who tests positive. If departments have an internal process for responding to COVID-19 positive employees in the workplace, that process needs to be reviewed and approved by the County Safety Officer, Gabriel Hydrick, County Administrator (530) 283-6446.

#### **Scenario A: County employee notifies department of exposure to an individual with, or tests positive for, COVID-19:**

The employee notifies their supervisor or department management via phone and/or email when the employee becomes aware of:

- being exposed to an individual who has tested positive for COVID-19; *OR*
- testing positive for COVID-19 themselves.

1. Department management will send an email notification to the following:

- Human Resources Department (530) 283-6444 [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)
- Mari Snyder, Risk Management (530) 283-6315 [marisnyder@countyofplumas.com](mailto:marisnyder@countyofplumas.com)
- Gabriel Hydrick, CA/Safety Officer (530) 283-6446 [gabrielhydrick@countyofplumas.com](mailto:gabrielhydrick@countyofplumas.com)

The initial email notification does not need to contain the name of the employee. For example: "This is to notify you that an employee has alerted management that s/he may have been exposed to or has tested positive for COVID-19. The employee works in xxxx area of xxxxx facility/site location. My staff will begin the workplace exposure investigation (Step 2) and coordinate with PHD Disease Control."

2. Department head/management will conduct a workplace exposure investigation to include the following:

*NOTE: Some of the following information may need to be obtained from the affected employee, assuming he/she is well enough to correspond. If not, the department should attempt to obtain as much information as possible.*

- A doctor's note, via electronic transmission, from the employee confirming positive test results, if applicable.
- Date employee was exposed.
- Location of exposure, i.e. community or workplace.
- Is the employee symptomatic or asymptomatic; if symptomatic, when did symptoms first appear?
- Date(s) and period of time employee was most recently in the workplace.
- Names of other persons with whom employee came in "close contact".

- Report whether employee and/or other persons were wearing face coverings and/or practicing appropriate social distancing when exposed.
- Ensure employee is aware of how to conduct daily self-monitoring.
- Determine when the worksite in question was last cleaned/disinfected; contact Facility Services, (530) 283-6299 for this information.
- If other County department employees were exposed, notify other employees' Department Head(s) in addition to the group listed in Step 1.

Contact Public Health Disease Control Leadership Team *Plumas Health Department – Clinic (530) 283-6330 FOR NEXT STEPS. OR*

- Nancy Selvage, Human Resources Department (530) 283-6444  
nancyselvage@countyofplumas.com
- Mari Snyder, Assistant Risk Management (530)283-6315([marisnyder@countyofplumas.com](mailto:marisnyder@countyofplumas.com))

3. Once a workplace exposure investigation is completed, consult with the Public Health Disease Control Leadership Team for next steps.
4. Communicate to department employees as needed while maintaining confidentiality at all times. County HR has posted template letters ([County HR Website](#)), if needed. (Note: The templates can be modified to the specific needs of the department or situation). If you determine your internal communication process adequately meets this need, please ensure all staff are provided awareness of where to find it and that there are no barriers to access (e.g. no computer access).

**Scenario B: Public Health Department (PHD) notifies County department of exposure or positive test for COVID-19 for a County employee:**

Prior to sharing information PHD shall either receive authorization to share the information or determine that a HIPAA exception applies. PHD should only share the minimum necessary to complete their objective.

Public Health Department's Disease Control and Prevention steps:

- Interview individual who tested positive;
- Ensure individual isolates;
- Identify contacts;
- Notify employer (Department Head/Assistant Department Head, Human Resources Department – Nancy Selvage and Risk Management – Mari Snyder) of potential exposure; and
  - This may involve department management assisting in the investigation process to identify contacts.
- Determine appropriate response for contacts to a positive COVID-19 based on circumstances.

County HR Department is available to support the departments in providing notifications as appropriate.

The Public Health Disease Control Leadership Team and County Risk Officer are available to assist in determining whether temporary facility closures are needed, making recommendations for the enhanced cleaning/disinfecting of sites and posting of signs. Public Health Disease Control may also assist in determining who will be removed from the workplace, placed in quarantine and advise of the duration of the quarantine regardless if the person(s) present as symptomatic.