



## COVID-19 WORKPLACE EXPOSURE CHECKLIST

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- ❖ If County employee notifies department of exposure to an individual with, or tests positive for COVID-19:

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### **STEP 1 – SEND EMAIL NOTIFICATION TO FOLLOWING GROUP**

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

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### **STEP 2 – CONDUCT A WORKPLACE EXPOSURE INVESTIGATION AS FOLLOWS**

- ☐ 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 so, 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 Facilities and Maintenance 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 Department for further assistance as needed.

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### **STEP 3 – CONTACT PUBLIC HEALTH DISEASE CONTROL LEADERSHIP TEAM**

*Plumas Health Department – Clinic (530) 283-6330 **FOR NEXT STEPS.***

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### **STEP 4 – NOTIFY DEPARTMENT EMPLOYEES WHEN REQUIRED – UTILIZE TEMPLATE LETTERS FOUND ON Human Resource's website) IF NEEDED**

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

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### **PUBLIC HEALTH DEPARTMENT'S DISEASE CONTROL STEPS ARE AS FOLLOWS**

- 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 – Gabriel Hydrick or Mari Snyder of potential exposure.**
  - 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.