



COVID-19 WORKPLACE EXPOSURE CHECKLIST

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

STEP 1 – SEND EMAIL NOTIFICATION TO FOLLOWING GROUP

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

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.

STEP 3 – CONTACT PUBLIC HEALTH DISEASE CONTROL LEADERSHIP TEAM

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

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

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

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.