

CONFIRMED POSITIVE COVID-19 EMPLOYEES

When an employee self-reports a positive test for COVID-19, the supervisor/manager must engage in two-way communication to effectively ensure the health and safety of the workforce and inform the employee of options available.

PROCESS

STEP 1 - Supervisor/Manager who receives communication from employee must obtain the following information:

- Did the employee receive a confirmed positive test for COVID-19 and what did he/she receive?
- Did the employee communicate with the local public health department? Obtain the name of public health department.
- What did local public health department advise the employee to do?
- When did the symptoms start?
- When was the employee last in the office?
- Was the employee in the office since developing symptoms?
- What areas of the office/building did the employee access?
- Did they engage with any employees? (Obtain names of those employees)
- Did they practice physical distancing and/or wear a face covering?

STEP 2 - Supervisor/Manager determines, from the answers to the above questions, if this is a positive case of COVID-19, then:

- Send email to CDPH's Point of Contact Jake.Hanson@cdph.ca.gov and cc Kristanna.Rivera@cdph.ca.gov , Susan.Espinoza@cdph.ca.gov , Cathy.Nystrom@cdph.ca.gov , with information provided by employee.
- Inform employee to stay at home and provide alternate work arrangements and leave options.

STEP 3 - CDPH's Point of Contact for confirmed positive COVID-19 employees will:

- Contact local public health department to either confirm information provided, obtain guidance, and or report case for tracking purpose.
- Document guidance and information provided by local public health department.
- Notify Director's Office and Agency once all information is validated (maintain employee anonymity).
- Send separate email to Office of Public Affairs to inform of exposure (maintain employee anonymity) to coordinate with Agency communication leads and Joint Information Center, if needed.
- Send separate email to MHCC Safety Officer

STEP 4 - Human Resources Division's Disability Management Unit will:

- Prepare an email to staff who reside in the facility to provide information on potential exposure (maintain employee anonymity) and limit communication to the facts of potential exposure without describing specific health information or other private information about the employee.
- Send prepared email to employees that reside in the facility.
- Send separate email to Robert.Glazier@cdph.ca.gov to inform of location(s) needing custodial services or facility issues. Provide originating supervisor/manager name that initiated contact to coordinate facility/cleaning efforts (maintain employee anonymity).
- Inform Labor Relations to communicate with union as required.
- Contact originating supervisor/manager to coordinate leave options with affected employees.
- Ensure proper tracking of absenteeism through GovOps.