



## Department Head Guidance

### What to Do if an Employee is Tested for COVID-19 (Additional Related Guidance Included)

#### **Steps to take if an employee in your workplace tests POSITIVE for COVID-19:**

- IMMEDIATELY contact your Department Human Resources Manager.
- Departmental Human Resources shall take the following actions:
  1. Instruct the employee to stay at home and follow any instructions/orders from the Los Angeles County Department of Public Health (DPH) for Isolation.
  2. Identify any individuals that may have been in contact with the ill employee (within 6 feet for greater than 10 minutes) and ask these individuals to self-quarantine.
    - a. If employees are identified for self-quarantine, do not disclose to them the identity of the employee who tested positive for COVID-19.
  3. Due to personnel privacy restrictions, DO NOT disclose the name or other personal/health information of the employee, except on a strict need-to-know basis. DO NOT disclose the name or other information of the employee to the media or other third party. Contact your department's County Counsel if you have further questions.
  4. Engage in routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment of the employee. Use cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens, in consultation with DPH.
  5. Consult with Departmental HR Managers and your Leave Coordinator for specific guidance on coding sick leave or applying for a leave of absence. DHR's Countywide Leave Coordinator is also available for assistance and can be reached at [dfonseca@hr.lacounty.gov](mailto:dfonseca@hr.lacounty.gov).
  6. An employee may return to work **the latter of:** 7 days after the first onset of symptoms (cough, fever, headache, etc.), **or** 72 hours after being fever-free (under 100.4° F). A doctor's note clearing the employee is not needed.
  7. Contact your DPH representative if you have questions.

#### **Steps to take if an employee exhibits mild COVID-19 symptoms (fever, cough, headache etc.):**

- IMMEDIATELY contact your Department Human Resource Manager.
- Departmental Human Resources shall take the following actions:
  1. Instruct the employee to return home and self-quarantine.
  2. An employee may return to work **the latter of:** 7 days after the first onset of symptoms (cough, fever, headache, etc.), **or** 72 hours after being fever-free (under 100.4° F). A doctor's note clearing the employee is not needed.



**Steps to take if an employee's spouse or other household member, or a person with intimate contact with an employee tests POSITIVE for COVID-19:**

- IMMEDIATELY contact your Department Human Resources Manager.
- Departmental Human Resources shall take the following actions:
  1. Instruct the employee to stay at home and self-quarantine for a period of 14 days, in accordance with DPH guidelines.
  2. Follow the guidance above if the employee eventually tests positive for COVID-19.
  3. Contact your DPH representative if you have questions.

**If an employee in your workplace tests NEGATIVE for COVID-19 and exhibits other flu-like symptoms or illness, or has been exposed to a household member or had intimate contact with a person exhibiting flu-like symptoms or illness:**

- Contact your Department Human Resource Manager. Return to work or follow instructions as directed.

**Special Guidance for Healthcare Personnel and First Responders with Prolonged Close Contact with Patients who test positive for COVID-19:**

- Prolonged Close Contact means being within 6 feet of a patient who tested positive for COVID-19 for more than 2 minutes or having unprotected direct contact to secretions or excretions (e.g., sneeze or cough on face of Healthcare Personnel, or HCP).
- Risk categories of "high risk", "medium risk" and "low risk" are also based on use of protective equipment.
- HCP with low risk exposure may continue to work with self-monitoring and screening.
- HCP with medium risk and high risk are instructed to stay at home, self-isolate, and actively monitor for fever and symptom for 14 days.
- See DPH Guidance at <http://publichealth.lacounty.gov/acd/docs/HCWMonitoring.pdf>

**Additional Resources and Guidance**

DPH COVID-19 Page:

<http://publichealth.lacounty.gov/media/Coronavirus/>

California Department of Public Health Page:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

DHR Departmental Human Resource Manager Portal:

<https://lacounty.sharepoint.com/sites/DHRM/>

DHR Frequently Asked Questions Link:

<https://employee.hr.lacounty.gov/faqs/>