COVID-19 Guidance - Protocol 1:
If an employee tests positive for COVID-19

Notify the Multidisciplinary Team by emailing:
covidresponseteam@co.imperial.ca.us
Include name of employee and phone number

HR arranges for:
If employee is at home, instruct to stay home.
If employee is at work, send home immediately.

HR arranges for employee to complete Employee Contact form/ Employee Symptom Questionnaire. Forms and results to be sent directly to PH.

Public Health (PH) reviews completed Employee Contact form & Employee Symptom Questionnaire.

PH determines whether the employee has had prolonged direct contact with other employees to determine potential exposure. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic

EMPLOYEES EXPOSED

a) If employee exposed is deemed essential AND telecommute **IS** possible, employee may work from home.

b) If telecommute **IS NOT** possible, employee may continue to work on site, but must follow CDC guidelines (i.e. temperature checks, etc.). Employee issued Notice to self-monitor and notifies HR if there is a change to their condition.

c) If unable to follow CDC guidelines as described above, exposed employee must self-quarantine and should not return to work sooner than 14 days after the 1st symptom or full resolution of symptoms, whichever is longer. Must also be free of fever as described in protocol 2.

Returning to Work

Note: Employees who have been diagnosed with COVID-19 must not return to work until a doctor has released them back to work.

PH to review release and confirm that the employee has met the established criteria to return to work.

If employee has been at facility within the prior 14 days, operations must be closed for a minimum of 48 hours to allow for further evaluation.

Impacted area is secured and **Do Not Enter** sign is posted.

HR prepares "Potential Exposure" notice to employees and vendors, if applicable.

Public Works (PW) coordinates with Department Heads the cleaning and disinfection of areas where the employee was active.

PW ensures that notice of cleaning is posted.

Legend:
Blue – Human Resources
Green – Public Health
Orange – Public Works

IMPERIAL COUNTY CALIFORNIA 1907

COVID-19 Guidance: Protocol 2
If an employee displays symptoms of COVID-19
(fever OR cough, sore throat or difficulty breathing)

Immediately contact HR

Department Head to direct employee to go home.

Did employee seek diagnosis?

NO

YES

Employee may return to work once they are asymptomatic and free of fever (<100° without the use of fever-reducing medications) for at least 72 hours. Employee to complete Employee Questionnaire of Symptoms.
PH to review questionnaire confirm that the employee has met the established criteria to return to work.

Employee must stay home until results are received and follow instructions of health care provider. Employee qualifies for COVID-PAID Leave or EPL .

Did the employee test positive?

NO

YES

Follow Protocol 1

COVID 19 Guidance: Protocol 3
If an employee is exposed to a family or household member or co-worker who has tested POSITIVE, but the employee tests negative and/or displays no symptoms

Immediately contact Human Resources (HR)

a) If employee is deemed essential AND telecommute **IS** possible, employee may work from home.

b) If telecommute **IS NOT** possible, employee may continue to work on site, but must follow CDC guidelines (i.e. temperature checks, etc.). Employee issued Notice to self-monitor and notifies HR if there is a change to their condition.

c) If unable to follow CDC guidelines as described above, exposed employee must self-quarantine and should not return to work sooner than 14 days after the 1st symptom or full resolution of symptoms, whichever is longer. Must also be free of fever as described in protocol 2.