

Revised April 3, 2020 1450 hours – Living document updated as circumstances change

COVID-19 Exposures and the Workplace

City employees play an essential role in community disaster response whether they are performing in their primary roles or as Disaster Service Workers. This document is designed for City employees to understand:

- Symptoms of COVID-19 (also known as *novel coronavirus*)
- When and how long to self-isolate when symptoms are present
- When to return to the workplace after illness or exposure

REMINDERS

- Protect and respect employee health information during any communications regarding symptoms, exposures, and response. Refer to Equal Employment Opportunity Commission guidelines.
- If you are sick – stay home. All employees should be instructed to remain home and monitor symptoms or developing symptoms, even if there is no concern for workplace exposure.
- Follow the most current Finance Department's MUNIS Self-Service codes for how to account for leave of absence resulting from COVID-19 exposures.
- Employees should continue to follow normal [preventive actions](#) while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands, and practicing social distancing.

SYMPTOMS

During this time of COVID-19 Public Health Order and response, all employees should monitor themselves for symptoms of illness. The most common symptoms of COVID-19 are **fever, tiredness, and dry cough**. Some patients may have less common symptoms such as **aches and pains, nasal congestion, runny nose, sore throat or headache**. These symptoms often come on gradually. If you have fever, cough and difficulty breathing, remove yourself from the workplace, stay at home, isolate from others, and seek medical attention if needed, by calling your healthcare provider. Unsure what your symptoms may mean? Review this helpful chart "[Is it Cold, Flu or Coronavirus?](#)" attached.

DEFINITIONS

Sensitive Occupation/Services Settings (SOS) are defined as people living and working in congregate living facilities such as skilled nursing, board and care, assisted living, and other congregate senior living facilities, shelters, group homes, residential treatment programs, detention facilities, healthcare/healthcare workers/first responders, and dialysis centers, and those receiving dialysis or chemotherapy in a facility.

Non-Sensitive Occupations/Services Settings (Non-SOS) are defined as all other City community service and general office facilities, internal services departments (information technology, network services, telecommunications, facilities maintenance, etc.).

Self-monitoring means monitoring yourself for fever (100.0 degrees Fahrenheit or greater) by taking your temperature twice a day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat).

Active monitoring means a public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms.

Close contact is defined as being within approximately 6 feet of a person diagnosed with COVID-19 for a prolonged period (10 minutes or more) or having unprotected direct contact with infectious secretions or excretions of the person.

Exposed Asymptomatic is defined as a person who has or may have been exposed to a person diagnosed with COVID-19 but has not developed noticeable symptoms of any kind. Even though not displaying symptoms, these persons should practice extra precaution by maintaining a safe social distance from others including at home and in the workplace.

EMPLOYEES IN NON-SOS SETTINGS

If you develop symptoms such as a fever, cough, or difficulty breathing, remove yourself from work, stay at home, practice safe social distancing, even from family members, and call your healthcare provider to report your concerns. Not everyone will need testing for COVID-19, especially if symptoms are mild enough to treat at home or if family members have already tested positive. If symptoms worsen, continue to stay at home and seek medical attention. Notify your supervisor that you are out ill and are following precautions due to possible COVID-19. You will get additional instruction from your departmental personnel unit.

EMPLOYEES IN SOS SETTINGS (See RFD's attached)

If you develop symptoms and work in a Sensitive Occupation or Setting (SOS), remove yourself from the workplace immediately and isolate. Inform your supervisor that you are following precautions in consideration of possible COVID-19 by remaining home and out of the workplace. In addition, inform your supervisor of the following conditions that apply:

- You have been in close proximity to clients or patients diagnosed with COVID-19.
- You have been in direct contact with positive, confirmed case(s) of COVID-19.
- You may have been exposed to COVID-19 in a community setting or due to recent travel within 14 days.

Contact your medical provider to seek testing for COVID-19. Inform your medical provider you have developed symptoms, the conditions above that apply, and that you work in a sensitive occupation or setting. Emphasize the importance of COVID-19 testing to diagnose your illness. If you test positive for COVID-19 and there are concerns for exposures in the workplace, Public Health will notify all impacted SOS departments and settings of positive tests for City employees and workers and provide guidance on necessary response.

SYMPTOMS OF COVID-19 or POSITIVE COVID-19 TEST

If you test positive for COVID-19, you will need to stay at home until you are well, this is called [home isolation](#). Follow instructions from your healthcare provider and Public Health. Stay at home for at least 7 days after your symptoms like cough, body aches, sore throat began and a full 3 days after all symptoms (including fever) have resolved. For example, if all of your symptoms resolve on day 5, you can resume work on day 8, if they resolve on day 6 resume work on day 9, etc. If you still have cough and fever, stay at home an additional 3 days (72 hours) after you are free of all symptoms including fever without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol).

NEGATIVE COVID-19 TEST

If you have had an exposure, but test negative for COVID-19, you will still need to remain home and continue to monitor your symptoms. Follow the guidance of your doctor, which may be specific to your individual health needs. If you have symptoms (defined above), stay at home for at least 3 days (72 hours) after your general symptoms have resolved and 3 days after your fever has resolved, without the use of fever-reducing medication (antipyretics such as aspirin, Tylenol). This applies to all individuals, whether they work in a sensitive occupation or not.

CLOSE CONTACT / HOUSEHOLD MEMBERS (Exposed asymptomatic)

If you have close contact with someone or a household member that has presumed symptoms or tested positive for COVID-19, you are considered an exposed, asymptomatic individual. You will most likely be instructed by your healthcare provider or Public Health to stay home (quarantine), even though you don't feel sick. There is a very real risk of transmission of the virus among household members. Inform your supervisor of a possible household exposure.

Exposed employees should monitor for any signs of illness, including a temperature of 100.0° F or more. Note that most people develop symptoms between 2-8 days after exposure; many younger people will have mild to moderate symptoms so may feel just fine. Quarantine is 14 days or 14 days after your household member no longer needs to be isolated, whichever is longer.

CONTACT WITH SYMPTOMATIC PERSONS (Exposed asymptomatic)

- If you have contact with a symptomatic individual, such as fever or cough, you are considered an exposed, asymptomatic individual. Monitor yourself for symptoms.
- Maintain social distancing in the community and at home. Keep social distance at work or work from home.
- If you develop symptoms or feel ill, stay home and maintain a very safe social distance from family members. Notify your supervisor you are out ill.
- If you seek medical attention, call ahead for instructions and report your potential exposure to COVID-19.

RESUMING WORK

Deciding when you are well and can return to the workplace will depend on your symptoms and occupation. Work with your supervisor and departmental personnel contact to coordinate time off and how to resume work.

Non-SOS Employees

Whether you had mild symptoms, presumed COVID-19 symptoms, or a positive COVID-19 test, stay at home for at least 7 days after your symptoms like cough, body aches, sore throat began and a full 3 days after all symptoms (including fever) have resolved.

SOS Employees

Employees that work in sensitive occupations or settings will need careful evaluation before they return to their work settings. The employee's healthcare provider, occupational medical provider, or Public Health will provide instructions and [monitoring methods](#) before resuming work is recommended. Once the employee is authorized to resume work, they may be instructed to follow [special precautions](#) such as:

- Wear a facemask at all times while at work and until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Restrict contact with immunocompromised individuals until 14 days after illness onset
- Follow hand hygiene, respiratory hygiene, cough etiquette procedures, and social distancing
- Self-monitor for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

CLEANING AND DECONTAMINATION STEPS AND PROCEDURES

City buildings and operations are using enhanced cleaning and disinfection routines that include more frequent cleaning and special attention to "high-touch" surfaces such as door

knobs, door push bars, public phones, etc. In cases where further cleaning or decontamination may be needed after a primary exposure, defined as an employee with fever and cough at work, or an employee tested COVID-19 positive*, the following guidelines apply:

*Employee discloses result to the City or Public Health provides guidance to SOS work settings.

- Close off and do not enter areas used by ill employee and wait as long as practical before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation to area.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, use Products with Environmental Protection Agency approved emerging viral pathogens and follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).

For porous surfaces and examples of products suitable for cleaning them, see American Chemistry Council approved porous surface cleaning list.

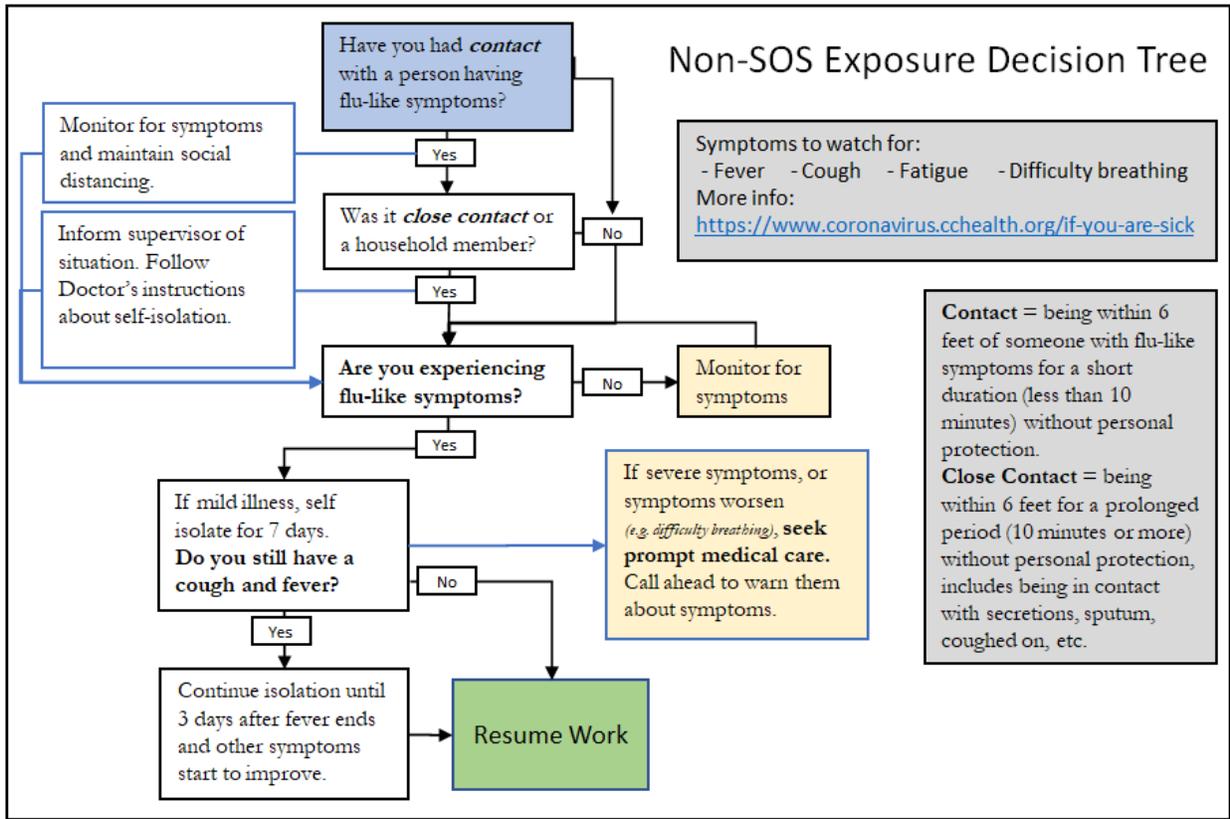
If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Do not shake dirty laundry.

Clean and disinfect hampers or other carts transporting laundry.

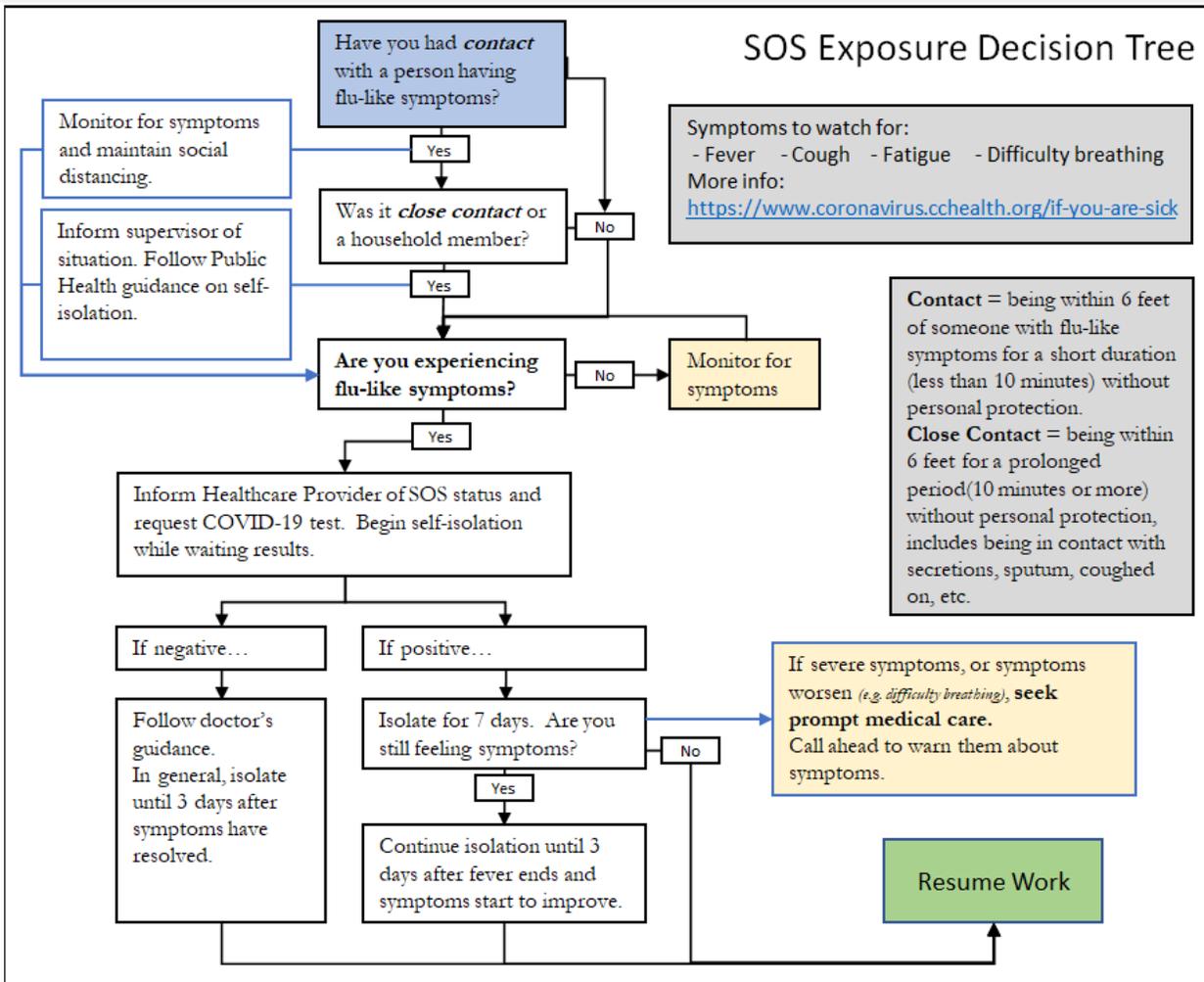
Cleaning staff should wear disposable gloves and gowns that are compatible with the disinfectant products being used for all tasks in the cleaning process, including handling trash. Additional personal protective equipment (PPE) maybe required based on cleaning/disinfectant product, follow the recommended PPE for the products to assess if need for further PPE.

- Cleaning staff should immediately wash hands after removal of gloves.
- City owned office and non-office buildings – contract specialty cleaning service.
- City-leased buildings – confer with property owner if cleaning staff have proper training, materials, and equipment, or is there a need to contract specialty cleaning service.

Non-SOS Exposure Decision Tree



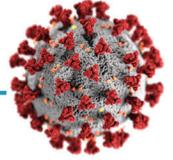
SOS Exposure Decision Tree



Is it Cold, Flu or Coronavirus?

COVID-19, the new coronavirus struck in the middle of the cold and flu season, leading some people to wonder what their respiratory ailments indicate.

RESPONSE Coronavirus (COVID-19)



CONTRA COSTA
HEALTH SERVICES

If you think you have been exposed to COVID-19 and develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, call your health care provider. If you do not have a provider, call the CCHS Advice Nurse at 1-877-661-6230 option 1.

SYMPTOMS	COLD	FLU	CORONAVIRUS
 Fever	Rare	Yes, often high	Yes
 Cough	Mild to moderate	Yes	Yes, typically dry
 Shortness of breath	Rare	Yes	Yes
 Fatigue, weakness	Mild	Yes	Yes
 Headache	Rare	Yes	Sometimes
 Muscle aches	Slight	Yes, often	Yes
 Sneezing	Common	Sometimes	No
 Sore throat	Common	Sometimes	Sometimes
 Stuffy or runny nose	Common	Sometimes	Rare

Social Distancing

All fire employees are to maintain social distancing, to the maximum extent possible, while still being able to provide fire and emergency medical services. These measures will help reduce exposure, should an employee become sick.

Everyone is required to wear a face cover when in proximity of others or in public.

Sick employees: what to do

1. Employee reports symptoms to their supervisor, on or off duty.

Separate sick employees:

- a. Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home.
- b. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#): <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none">• Household member• Intimate partner• Individual providing care in a household without using recommended infection control precautions• Individual who has had close contact (< 6 feet)** for a prolonged period of time ***	<ul style="list-style-type: none">• Person with symptomatic COVID-19 during period from 48 hours before symptoms onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with widespread community transmission)	<ul style="list-style-type: none">• Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times• Self-monitor for symptoms<ul style="list-style-type: none">◦ Check temperature twice a day◦ Watch for fever*, cough, or shortness of breath• Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)• Follow CDC guidance if symptoms develop

Richmond Fire Department
COVID Exposure in the Workplace

All U.S. residents, other than those with a known risk exposure	<ul style="list-style-type: none">• Possible unrecognized COVID-19 exposures in U.S. communities	<ul style="list-style-type: none">• Be alert for symptoms<ul style="list-style-type: none">◦ Watch for fever*, cough, or shortness of breath◦ Take temperature if symptoms develop• Practice social distancing<ul style="list-style-type: none">◦ Maintain 6 feet of distance from others◦ Stay out of crowded places• Follow CDC guidance if symptoms develop
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2. Employee should contact primary or occupational health care provider for testing:
 - a. If in Contra Costa County, ensure healthcare provider does a rapid test in line with CCHS protocol.
 - b. Drive through clinic in Martinez for first responders available by appointment: 925-570-0978
3. Employee placed on paid leave (COVID sick pay code) **does not charge employee's leave.*
4. Return to work requirements (ALL must be met):
 - Employee has been symptom-free for at least 72 hours
 - There has been at least 7 days since the initial onset of symptoms
 - The employee has a return to work authorization from a physician or has completed a return-to-work phone consultation with the Medical Director

Note:

In the event a member of a crew, or other employee, is sent home due to symptoms consistent with COVID-19, other asymptomatic crew members/employees will NOT be sent home and will be instructed to self-monitor while remaining on duty.

Exposed in Prehospital Care Setting but no Symptoms

- Risk assessment will be conducted by the Safety Officer using current CDC "Interim U.S. Guidance for Risk Assessment and Public Health Management of Healthcare Personnel with Potential Exposure in a Healthcare Setting to Patients with Coronavirus Disease (COVID-19)." <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
 - Low risk exposure = continue to work and monitor symptoms
 - Medium and high risk exposure will result in home isolation for 14 days from the date of exposure, unless staffing levels are depleted.
 - COVID quarantine/sick pay code (479) will be used