

Mendocino County Information on COVID-19 Positive Employees and Potential Exposure to Other Employees

(July 01, 2020 Revision)

The following information is provided to better explain what happens when a County employee tests positive for COVID-19, what to expect in the workplace if you are the employee who tested positive or an employee who may have been in contact with an employee who tested positive or other potential exposure.

Employees testing positive for COVID-19

If an employee is confirmed to have tested positive for COVID-19:

1. Public Health officials are notified of all persons who tests positive for COVID-19.
2. Public Health officials will direct the employee to be put into isolation.
3. Public Health will start the contact tracing to determine potential exposures other individuals and maintain confidentiality of the persons involved in the exposure.
4. The employee should contact HR, 234-6600, for the following reasons:
 - a. COVID-19 diagnosis would qualify as a “serious health condition” under the Family and Medical Leave Act (FMLA), allowing an employee to take FMLA leave, if eligible. The employee should contact Human Resources immediately for coverage under the FMLA.
 - b. A COVID-19 emergency leave bank will be available to those County employees who test positive for COVID-19 and have no accruals of leave or exhaust leave accruals while out sick with COVID-19.
 - c. The employee qualifies for Emergency Paid Sick Leave.
 - d. In some instances, the employee may qualify for Workers’ Compensation coverage.

Employees with potential exposure to someone who tested positive for COVID-19

1. County Public Health will conduct contact tracing to identify people who were close contacts of the person tested positive for COVID-19.
 - a. A close contact is someone who has had at least 10 minutes of close contact within 6 feet of distance during the 2 days prior to onset of symptoms or if asymptomatic, 2 days prior to the date of the positive test of the infected person.
2. Employees identified as close contacts will be informed of their possible exposure by Public Health but are not told the identity of the person who may have exposed them.
3. Close contacts may be directed to get tested for COVID-19 and will be directed to self-quarantine by Public Health officials.
4. An employee who is directed to self-quarantine by Public Health qualifies for Emergency Paid Sick Leave. Please contact HR at 234-6600.
5. **RETURNING TO WORK:**
 - a. **No Exceptions to 14-day Quarantine. ALL employees are required to complete the 14-day quarantine period unless determined otherwise in consultation with, and granted by, the County Health Officer.**

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Employees with potential exposure to identified Close Contacts

1. A secondary contact is someone who had contact with a person that was identified as close contact.
2. Employees who believe they may have been potentially exposed to a close contact of someone who tested positive for COVID-19 may or may not be contacted by Public Health contact tracers.
3. Employees who are considered secondary contacts or are concerned that they may have had secondary contact are encouraged to get tested for COVID-19.
4. Secondary contacts are NOT directed to self-quarantine at this time while awaiting test results.
5. The employee should report to work as normal and should continue to monitor for symptoms.

Protocol for disinfecting work area of a COVID-19 positive employee:

If an employee has tested positive for COVID-19, or if the employee has symptoms at work and is sent home:

1. Immediately close off the employee's work area to other employees if possible.
2. If the employee's work area must be accessed, wait 24 hours or as long as possible, and then disinfect area.
3. If possible, wait 5 days since the person who tested positive last used the work area, standard cleaning and disinfection is recommended but not required as the virus has been determined to have a flat surface life span of 5 days.