## CDFW Covid-19 Positive Test Reporting Process

## **Important Notes:**

- An employee is not obligated to report a positive test, nor can we ask an employee about a medical issue.
- Any reporting needs to be sensitive the privacy of the employee and only report the information to those who need to make decisions and take action.
- This Process is for an Employee Reporting a Positive Test for Covid-19, Not self-quarantine or report of possible exposure with a Positive individual.
- Under current Guidance, ATO is only allowed for employees who have been placed on quarantine by the local Public Health Department, not self-quarantine or exposure.

Not Validated

Employee - Reports to Supervisor a Positive Test for Covid-19

Supervisor - Reports to their Manager up the Chain of Command to their Executive Manager

Deputy Director of Administration or Asst. Deputy-Director of Administration and HR - Contacts Supervisor Directly to Validate Report

Executive Manager - Message - No Positive Test - Through Chain of Command – No Further Action

## Validated

Deputy Director of Administration or Designated Exec Manager -Contact Local Public Health (Document Discussion and Guidance)

Taskforce - Prepare email to Staff (Protect Privacy, Notify Others (i.e. Labor, DGS, etc.) as Appropriate Chief Deputy Director - Through Chain of Command - Notify Director and Agency Secretary

Asst Deputy Director of Administration – Determine any requirements to notify labor organizations, and notify DGS of any building closures or additional cleaning directed by local public health

Positive employee should not

Supervisor - Track all Related Absenteeism return to work for at least 3 day (72 hours) after recovery and at least 7 days after symptoms first appeared

Supervisor - Report Absenteeism up Chain of Command

Updated 3/23/20