Employee Reports Positive Test for Covid-19

Guide/Steps for CDFW Supervisors and Managers

The following steps have been developed for CDFW specific actions consistent with guidelines provided by CNRA.

1. Supervisor or Manager receives a report from an employee they have tested positive for Covid-19.

2. Notify immediate manager, or back up, up through the chain of command up to Executive Manager or Acting (Be mindful of the privacy of individual employee and Do Not communicate or distribute this information to other managers, supervisors, or employees).

LAST COMMUNICATION STEP FOR POSITIVE TEST FOR SUPERVISOR OR MANAGER

3. Lisa Gallegos Assistant Deputy Director of Administration, James Robbins, Deputy Director of Administration, or other designated Executive Manager , with an HR Representative (Primary - Padma Linker, Back Up – Shawanna Kennedy), will call the supervisor to validate the report. (See Guide/Steps for Executive Managers)

4. If validated, where exposure took place in a State Office setting, Deputy Director of Administration, James Robbins, or designated Executive Manager will contact the local Public Health Department. and document the discussion and any guidance provided. (See Guide/Steps for Executive Managers)

5. Chief Deputy Director will notify the Department Director (through the normal chain of command)

6. Taskforce to prepare an email to staff who may be impacted.
    a. Employees who have been exposed to the COVID-19 positive employee should self-monitor for symptoms such as fever, coughing and shortness of breath for a period of 14 days and can continue to report to work. Should they become symptomatic they should contact their health care provided and stay home.
    b. Employees who have had close contact with the COVID-19 positive employee should self-monitor for symptoms such as fever, coughing and shortness of breath for a period of 14 days and self-quarantine at home for 14 days and contact their health care provider for additional guidance based on individual circumstances.

7. Lisa Gallegos, Assistant Deputy Director of Administration, to determine any requirements to contact labor organizations.

8. Lisa Gallegos, Assistant Deputy Director of Administration, will notify DGS of any building closures or additional cleaning required by local public health.

9. The supervisor/manager will track and report all absenteeism up through chain of command, as well as return to work status for those who tested positive.

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a. The employee who tests positive for COVID-19 should stay away from work until at least 1 day (24 hours) has passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.

FAQs

Q: If an employee is sick or reports they were exposed to or tested positive for Covid-19, can I ask the employee for a doctor's note or test results for Covid-19?

A: *No, you cannot ask an employee about for or about any medical information. You will need to rely on information volunteered by the employee.*

Q: What if an employee reports they have been exposed to someone who tested positive for Covid-19?

A: *Thank the employee for reporting the exposure, determine if the exposure was a close contact (less than 6 feet for 15 minutes or more). If it was a close contact, ask the employee to telework and not report to work or an office for 14 days. If it was not a close contact, ask the employee to self-monitor, and request if the employee does not feel well or becomes sick to go home/stay home (work through current Telework Guidance). Report to your manager and up through your chain of command for awareness and any further direction or guidance. (Do Not communicate or distribute this information to other managers, supervisors, or employees).*

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.

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

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

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

Not Validated →

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)

→ 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

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Taskforce - Prepare email to Staff (Protect Privacy, Notify Others (i.e. Labor, DGS, etc.) as Appropriate

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Supervisor - Track all Related Absenteeism

→ Positive employee should not return to work for at least 1 day (24 hours) after recovery and at least 10 days after symptoms first appeared

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Supervisor - Report Absenteeism up Chain of Command

Updated 8/3/20