

## Employee Reports Positive Test for Covid-19

### Guide/Steps for CDFW Executive Managers

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

1. Executive Manager receives a report that an employee reported testing positive for Covid-19.
2. Executive Manager will notify Lisa Gallegos, Assistant Deputy Director of Administration or James Robbins, Deputy Director of Administration, who are members of the Department Taskforce for any updated guidance.
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. The following questions should be asked, and answers documented:
  - a. Ask specifically what did the employee say on the call? Validate the employee has a confirmed positive test for COVID-19. Oftentimes, there was miscommunication as information was passed along the chain of command, so this is important to get specifically what the employee said to the supervisor.
  - b. Ask supervisor if the employee said they were in contact with the local public health department. The local public health authority in both the county where the employee lives and the county where they work should be consulted. What did local public health advise the employee to do?
  - c. Ask supervisor if employee was in the office recently (some employees are returning from vacations and were asked to isolate and became ill, not all employees have come into the office prior to having a positive test).
  - d. If the employee was in the office, ask supervisor about the extent of exposure that may have happened. Was it a small office and they were segregated, or did they move around several buildings?
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 where the **office** is located. Click [HERE](#) for a listing of health departments by county. The following information should be communicated, and responses documented:
  - a. Let local public health know the information above and ask them for guidance on any steps the office with exposure may need to take.
  - b. Not all counties are tracking and tracing contacts, but some may still be, so public health might want to find out who may have been exposed, etc.
  - c. They may give you guidance on closure, cleaning, etc. so document anything they tell you to do.
5. The Chief Deputy Director will notify the Department Director and Agency Secretary (through the normal chain of command)

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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.
  - a. If you are in a building operated by the Department of General Services, you can request that DGS clean and disinfect state-owned or leased facility where an employee has tested positive for COVID-19. [Submit a request to DGS HERE.](#)
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.
  - 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 to 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.

