

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. Executive Manager will complete Supervisor Interview with the supervisor of the employee who tested positive for COVID-19.
4. If validated, Executive Manager will notify James Robbins, Deputy Director of Administration, Valerie Termini, Chief Deputy Director, and Chuck Bonham, Director, of the positive case and location.
5. If validated, where exposure took place in a State Office setting, Executive Manager will contact the local public health department where the **office** is located and document the conversation. 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.
6. Executive Manager will forward all documents associated with the positive COVID-19 case to Haya Johnson, Employee Wellness Services manager.
7. The Chief Deputy Director will notify the Department Director and Agency Secretary (through the normal chain of command)
8. Executive Manager to prepare two emails: a general notice to all employees reporting to the exposed worksite and a close contact notice to specific employees (see b). Executive manager will copy Padma Linker, Carlos Mora, and Haya Johnson in both emails.
 - d. 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.

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- e. 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.
9. Carlos Mora, Labor Relations Unit, to determine any requirements to contact labor organizations.
10. Lisa Gallegos, Assistant Deputy Director of Administration, will notify DGS of any building closures or additional cleaning required by local public health.
- f. 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.](#)
11. 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.
- g. 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.

For all templates, detailed process guides, or questions, please contact James Robbins, Lisa Gallegos, or Haya Johnson.