

## CDFW COVID-19 Positive Test Reporting Steps/Procedure

Once a report of a COVID Positive Polymerase Chain Reaction (PCR) or Rapid Antigen Test Result is received, complete the following steps and actions:

1. Regional Manager/Branch Chief or designee (whichever applies, hereafter, Executive Manager) calls the supervisor who received the report of the COVID Positive PCR or Rapid Antigen Test Result and asks the questions in the Supervisor Interview Template (**Document #2**).
  - a. Executive Manager documents the answers to the questions and keeps this information confidential, as this is considered medical information and should not be kept with other personnel related information related to the employee, such as the employee drop file.
    - i. Start a separate file or folder for COVID Positive reports and keep all together.
    - ii. Send a copy of Supervisor Interview (**Document #2**) and Local Public Health (PH) (**Document #3**) Notes to Julie Coates and Laura Hammitt. (Human Resources Branch (HRB)/Employee Wellness Services (EWS))
  - b. If the supervisor does not have the information to answer the questions completely, establish a time to follow up and obtain any missing information.
  - c. Upon verification of a COVID Positive PCR or Rapid Antigen Test, the employee must be excluded from work until the return-to-work guidelines in the COVID Prevention Plan (CPP) have been met. (Please contact Laura Hammitt in HRB/EWS to discuss leave options).
    - i. A positive rapid antigen test shall be treated in the same manner as a positive PCR test and is considered a true positive. No confirmatory PCR test is required.
    - ii. If the confirmatory PCR or rapid antigen test returns a negative result, the employee may return to work. If the confirmatory PCR or rapid antigen provides a positive result, all the steps within this procedure should be followed.
  - d. Remind the supervisor to contact EWS to determine if Worker's Comp applies and any notifications are required.
  - e. Remember to remind the supervisor of the current return to work guidelines in the CPP.
2. Notify Val, Chuck, and Haya Johnson of any reported COVID Positive PCR or Rapid Antigen Test reports after confirming the positive test report with the supervisor.
3. Call the local PH department in the county where the office is located as well as the county the employee resides in. Be prepared to provide the employee's name. Please use the Template Local PH Notes (**Document #3**) to document any calls or messages you made/left and any direction or guidance provided by local PH. Also remember to note who at PH you spoke with in your notes. Generally, the county where the office is located will provide guidance on any actions CDFW should take as the employer, whereas the county of residence is primarily to notify PH of the reported positive test.
  - a. Note – Most local health offices are currently only requiring reporting of positive cases that meet the definition of multiple COVID positives or outbreak under the CalOSHA Emergency Temporary Standards.

4. Determine whether notification should be sent to employees (*employees who are in the office and identified as having close contact will receive both notices*).
  - a. General Exposure – Notice (**Document #4**) –
    - i. The critical information to help inform this determination is:
      1. What date did the COVID positive employee first experience symptoms or the date tested if no symptoms.
      2. Last date in the office or contact with another CDFW employee.
      3. If there was a possible exposure, was it within the past 10 calendar days?
    - ii. If the COVID positive employee was in the office or had contact with another CDFW employee during the infectious period defined as: two days prior to the onset of symptoms or the test date (if no symptoms), and it occurred within the past 10 calendar days, a general exposure notice will need to be sent to all employees assigned to the office or who are known to had contact with the COVID positive employee.
      1. Use the Template for General Exposure Notice (**Document #4**) to send to all staff in the Office or Facility of a Positive Test Exposure.
        - a. This notice should be sent to all employees assigned to the office or facility regardless of whether or not we believe they were in the office during the period of exposure.
      2. Copy Angela Rodriguez and Carlos Mora (HRB Labor Relations), Julie Coates, and Laura Hammitt, and forward a copy to Haya Johnson.
  - b. Close Contact Exposure – Notice (**Document #5**) –
    - i. Determine from the supervisor interview if any employees had close contact with the COVID positive employee.
      1. Close contact is defined as within 6 feet for 15 minutes or more (in a cumulative 24-hour period) within two days prior to the onset of symptoms or the test date (if no symptoms); unless close contact is defined by regulation or order of the CDPH. If so, the CDPH definition shall apply. Use of a mask or other PPE does not impact a determination of close contact.
      2. If any employees were determined to have close contact, use the Template for Close Contact Exposure Notice. (**Document #5**)
        - a. Send this email as a blind copy to all recipients to help ensure the confidentiality of the COVID positive employee, as well as the recipients should they later test positive for COVID.
          - i. This notice will provide direction for each employee consistent with the current guidance in the CPP. Please refer to the CPP and Exclusion/Return-to-Work tools to determine appropriate return-to-work criteria. See Template for Close Contact Exposure Notice (**Document #5**).
        - b. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not

return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the employee shall follow the return-to-work periods in accordance with the CPP.

- c. Forward Angela Rodriguez and Carlos Mora (HRB Labor Relations), Julie Coates, and Laura Hammitt (HRB/ EWS), and forward a copy to Haya Johnson (include the names of the close contact).

***Note: If you have any questions regarding the procedures or issues that may surface during the process, please contact Haya Johnson or Julie Coates for assistance.***