

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**) to **Julie Coates**. (Human Resources Branch (HRB))
 - 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. Executive Manager may also refer to the most up-to-date CDPH Isolation Recommendation [here](#).
 - 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 if any notifications are required.
 - e. Remember to remind the supervisor of the current return to work guidelines in the CPP. Supervisors may also refer to the most up-to-date CDPH Isolation Recommendation [here](#).
2. Determine whether close contact notification(s) should be sent to employee(s).
 - a. Close Contact Exposure – Notice (**Document #3**) –
 - i. Determine from the supervisor interview if any employees had close contact with the COVID positive employee. ****Note:** COVID positive employee must have been present at the office during their “potential infectious period” to have a close contact(s)) (** The potential infectious period is 2 days before symptoms began or the positive test date (if no symptoms) through 10 days after symptoms began or testing positive.*)
 1. **“Close contact”** is defined as (*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*):

- **For indoor spaces of 400,000 or fewer cubic feet per floor**, a close contact is defined as *sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period*, as defined in the regulations, regardless of the use of face coverings.
 - **For indoor spaces of greater than 400,000 cubic feet per floor**, a close contact is defined as *being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period*, as defined in the regulations, regardless of the use of face coverings.
 - Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
2. If any employees were determined to have close contact, use the Template for Close Contact Exposure Notice. **(Document #3)**
- 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](#) guidance to determine appropriate return-to-work criteria. See Template for Close Contact Exposure Notice **(Document #3)**.
 - 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** (HRB – Performance Mgmt.) **and Trisha Addison** (HRB - Labor Relations), **and Julie Coates** (HRB) **(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 Julie Coates or Trisha Addison for assistance.