**On [Date] at approximately [xx:xx]**

**COVID Positive Report – [Region/Branch, Office Location/Geographic Region]**

**Supervisor – [Supervisor Name]**

**[Supervisor Phone Number]**

**Interviewing Executive Manager:**

1. COVID Positive Employee Name (Confidential):
2. Did the employee confirm a positive PCR or Rapid Antigen test for COVID?
3. Confirm date the supervisor was notified?
4. Ask supervisor on what date employee **first experienced symptoms** *(if applicable)?*
5. Ask supervisor on what date was the employee tested?
6. Confirm the date the employee **received a positive** PCR or Rapid Antigen COVID test result.
7. Ask supervisor the employee’s assigned office location (please specify address *(and suite # or floor (if applicable*))?

1. Ask supervisor **the last known date in any CDFW office or physical contact** with another CDFW employee?
2. Ask the supervisor did the employee have contact with any other CDFW/State offices or employees outside of the employee’s assigned office? Note: might need to consult badge ID printout or log in sheet for facility?
3. Ask supervisor how many staff were in close contact, and who (defined as *(unless close contact is defined by regulation or* [*order of the CDPH*](https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html#definitions)*. If so, the CDPH definition shall apply)*: - ***for the period beginning 2 days prior to the onset of symptoms*** *or the actual test date if no symptoms*).   
   1. **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.
   2. **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.
   3. *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.*

**Close Contact Names:**

1. Ask supervisor has the employee been told to quarantine or self-isolate (by whom)? (Please see the most up-to-date CDPH Isolation Recommendations [here](https://www.dir.ca.gov/DOSH/Coronavirus/Covid-19-NE-Reg-FAQs.html#workCases).)
2. Ask supervisor if any information has been communicated to staff in the building? If so, by whom/to whom and what was communicated?
3. Remind supervisor that we are dealing with a medical issue that must remain confidential.

***(We must keep this information confidential and not discuss with any other employee. If employee chooses to share, that is up to the employee, but we are still bound by confidentiality and cannot discuss.)***