

## Guidance for Managing COVID-19 Exposure

The County continues to provide information, updates and guidance to ensure a collaborative approach toward maintaining County operations while protecting the health and safety of employees and the public. It is important we remain alert to the changing scenarios presented by COVID-19 and be ready to adapt our Orange County Government practices quickly.

### COVID-19 Exposure Risk

People with a COVID-19 infection can spread the virus through their respiratory secretions, especially when they cough or sneeze. According to the Centers for Disease Control and Prevention (CDC), the virus is likely spread from person-to-person when there is **prolonged exposure** with someone who has **COVID-19 symptoms**, and the **distance between the individuals is up to 6 feet**. It is reasonable to define prolonged exposure as **any exposure greater than 15 minutes**. According to the CDC, among the [symptoms associated with COVID-19](#) are **fever of 100.4 degrees or greater, cough, fatigue, diarrhea, new loss of taste or smell, muscle or body aches, headache, nausea or vomiting, sore throat, and congestion or runny nose**. The County will assume that individuals with these symptoms have COVID-19.

In our work environments, the risk of exposure to the virus may vary depending on the employee's requirement to perform tasks within close contact of individuals known to be, or suspected of being, infected with COVID-19. For purposes of identifying employees who may be at potential risk, job tasks may be broken into the following categories:

**High Exposure Risk:** Staff performing tasks at this level are at the **highest risk of prolonged exposure** with individuals who are known or suspected COVID-19 patients. Examples include healthcare service delivery staff; first responders and medical transport staff; law enforcement, and staff providing care and custody of inmates.

**Medium Exposure Risk:** Staff performing tasks that put them in **close and frequent contact** with each other and the general public. Many County positions fall into this category and are at **moderate risk of exposure** with individuals known to be, or suspected of being, infected with COVID-19.

**Lower Exposure Risk:** Staff performing tasks with minimal and **infrequent direct contact** with each other or the public. Many County positions fall into this category and are at **least risk of exposure** with individuals known to be, or suspected of being, infected with COVID-19.

It is important that every possible precaution be taken to minimize everyone's risk of exposure to COVID-19. Currently, employees at all the above risk levels continue to work and deliver essential County services. You are encouraged to further minimize potential risk by **re-evaluating your staff's work and re-assigning as many employees as possible to work from home**. Only essential employees should report to work in County buildings.

## **Managing High Exposure Employees (Public Health/First Responders/Corrections): Monitoring/Self-Isolation** *(See Table Below)*

The following guidance is provided to assist you in determining when and how to respond to an employee who may have become “**at risk**” because he or she had **prolonged close exposure**, has the **COVID-19 symptoms described above** or has been **tested positive (with or without symptoms described above)** for **COVID-19 infection**.

### **1. Conditions for Employee Monitoring:**

**Public Health/First Responders/Corrections employees** who had **prolonged exposure (within 6 feet) of an individual known to be, or suspected of being, infected with COVID-19**, but *have no COVID-19 symptoms* are required to report for work and **must**:

- A. Wear a County-supplied mask at all times for 14 days.
- B. Submit to twice-daily temperature and symptom checks.
- C. Maintain 6 feet and practice social distancing as work duties permit in the workplace.

### **2. Conditions for Employee Self-Isolation:**

**High Exposure Risk employees** who had **prolonged exposure (within 6 feet) of an individual known to be, or suspected of being, infected with COVID-19** and currently *have the COVID-19 symptoms described above* or who *tested positive for COVID-19 with or without symptoms of illness* are required to **Self-isolate at home**.

While at home, an employee is expected to:

- Provide updated contact information; and
- Check-in with his or her supervisor on each regularly scheduled work day to provide an update on their wellbeing.

## Managing Medium and Lower Exposure Employees: Self-Quarantine/Self-Isolation (See Table Below)

### 1. Conditions for Employee Self-Quarantine:

**Any employee who had prolonged exposure (within 6 feet) of an individual known to be, or suspected of being, infected with COVID-19, but *has no COVID-19 symptoms* is required to self-quarantine at home.**

While at home, an employee is expected to:

- Provide updated contact information; and
- Check-in with his or her supervisor on each regularly scheduled work day to provide an update on their wellbeing.

### 2. Conditions for Employee Self-Isolation:

**Any employee who had prolonged exposure (within 6 feet) of an individual known to be, or suspected of being, infected with COVID-19 and currently *has the COVID-19 symptoms described above* or who *tested positive for COVID-19 with or without symptoms of illness* is required to Self-isolate at home.**

While at home, an employee is expected to:

- Provide updated contact information; and
- Check-in with his or her supervisor on each regularly scheduled workday to provide an update on their wellbeing.

When notified by your employees of a potential exposure, please have them complete the [COVID-19 Exposure Questionnaire](#). The questionnaire is intended to assist you in determining when employees may work from home, continue to work at their usual location with protective gear (and monitor conditions), or when self-quarantine or self-isolation at home is required.

Travel increases your chances of getting and spreading COVID-19. The **CDC recommends you stay home** as much as possible, especially if your trip is not essential, and **practice social distancing** especially if you are at **higher risk of severe illness**. There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)).

**INTERNATIONAL TRAVEL:** If an employee has traveled internationally in the past 14 days, he/she is asked to follow the CDC [after travel](#) guidelines. Some state and local governments may have travel restrictions in place, stay at home or shelter-in-place orders, mandated quarantine/isolation upon arrival, or even state border checkpoints while you are traveling.

For more information and travel guidance, check with the state or local health department where you are, along your route, *and* at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there will not be restrictions in place when you arrive.

In general, as a director/manager you should require confirmed and probable COVID-19 positive employees to immediately isolate (or quarantine) from the workplace (in accordance with CDC guidance).

Consistent with [CDC contact tracing guidelines](#), you need to gather as much information as possible from the impacted employee to help identify everyone with whom they may have had close contact (within 6 feet for at least 15 minutes) during the time when they may have been infectious. Then work to notify other staff members (contacts) identified by the positive employee as soon as possible about their potential exposure to “a positive case” in the workplace and request that they self-quarantine for 14 days (and consult with a health professional for testing/follow-up). When appropriate, you may approve a telework arrangement for employees who are required to self-quarantine.

In accordance with the Families First Coronavirus Response Act (FFCRA), which became effective April 1, 2020, an employee who is required to self-quarantine or self-isolate at home would [complete the leave request form](#) and will be granted Emergency Paid Sick Leave (EPSL) if this leave has not been exhausted. EPSL provides the employee their regular pay for up to 80 hours over a two week period beginning April 1, 2020, through December 31, 2020. If the employee will need to continue their absence beyond two weeks of the initial absence, he or she may apply their applicable accrued leave for this additional time.

### **Returning Employees to Work (*See Table Below*)**

#### **1. Employee Returning from Self-Quarantine (Asymptomatic – no symptoms):**

An employee who was quarantined due to a COVID-19 exposure may safely return to work after 14 calendar days.

#### **2. Employee Returning from Self-Isolation (Positive COVID-19 or symptomatic - displays symptoms similar to COVID-19):**

An employee who tested positive for COVID-19 or displays symptoms similar to COVID-19 may safely return after:

- A. Release by healthcare professional
- B. At least 10 days have passed since symptoms first appeared

C. At least 24 hours have passed since the last fever (without fever-reducing medication)

D. Improved Symptoms

**\*\*NOTE** – An employee who self-isolated due to **a positive test for COVID-19 and never had symptoms** may return to work 10 days after their positive test and after conferring with a health care provider. Upon return, the employee should distance themselves from others and must wear a mask at work for an additional 3 days.

It is important to maintain consistency in our response; therefore, it is recommended unique concerns be escalated to your respective Deputy County Administrator.

Thank you for your cooperation and we will continue to keep you updated.

**High Exposure Employees (Public Health/First Responders/Corrections):** Staff performing tasks at this level are at the highest risk of prolonged close contact with individuals who are known or suspected COVID-19 patients.

Exposure Type	Available Work Options (Management Decision)						Return to Work Requirement <i>*County Provided Mask</i>
	Work From Home	Quarantine (14 days)	Isolation	No Work Status	Standard Work Location for First Responders <i>(Mask Required and submit to twice-daily temp. and symptom checks)*</i>	Standard Work Location <i>(No-Mask Required)</i>	
<b>Prolonged Close Exposure</b>							
w/ No Symptoms	X				X		Required to wear mask for 14 days
w/ Symptoms			X	X			<p><b>Release by healthcare professional and</b></p> <p>A. At least 10 days have passed since symptoms first appeared</p> <p>B. At least 24 hours have passed since the last fever (without fever-reducing medication)</p> <p>C. Improved Symptoms</p>
Positive COVID-19 test with or without** symptoms			X	X			<p><b>Release by healthcare professional and</b></p> <p>A. At least 10 days have passed since symptoms first appeared</p> <p>B. At least 24 hours have passed since the last fever (without fever-reducing medication)</p> <p>C. Improved Symptoms</p> <p><b>**NOTE – An employee who self-isolated due to a positive test for COVID-19 and never had symptoms may return to work 10 days after their positive test and after conferring with a health care provider. Upon return, the employee should distance</b></p>

							themselves from others and must wear a mask at work for an additional 3 days.
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**High Exposure Employees (Public Health/First Responders/Corrections): Staff performing tasks at this level are at the highest risk of prolonged close contact with individuals who are known or suspected COVID-19 patients.**

<b>No Prolonged Close Exposure</b>							
w/ No Symptoms	X						X
w/ Symptoms			X	X			<b>Release by healthcare professional</b> <i>and</i> A. At least 10 days have passed since symptoms first appeared  B. At least 24 hours have passed since the last fever (without fever-reducing medication)  C. Improved Symptoms
Positive COVID-19 test with or without** symptoms			X	X			<b>Release by healthcare professional</b> <i>and</i> A. At least 10 days have passed since symptoms first appeared  B. At least 24 hours have passed since the last fever (without fever-reducing medication)  C. Improved Symptoms  <b>**NOTE – An employee who self-isolated due to a positive test for COVID-19 and never had</b>

							<p><b>symptoms</b> may return to work 10 days after their positive test and after conferring with a health care provider. Upon return, the employee should distance themselves from others and must wear a mask at work for an additional 3 days.</p>
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**Medium and Lower Exposure Employees: Staff performing tasks at various levels of risk exposure due to their contact with individuals who are known, or suspected of having COVID-19 infection.**

Exposure Type	Available Work Options (Management Decision)						Return to Work Requirement <i>*County Provided Mask</i>
	Work From Home	Quarantine (14 days)	Isolation	No Work Status	Standard Work Location for First Responders (Mask Required and submit to twice-daily temp. and symptom checks)*	Standard Work Location (No-Mask Required)	
<b>Prolonged Close Exposure</b>							
w/ No Symptoms	X	X					
w/ Symptoms			X	X			<p><b>Release by healthcare professional and</b></p> <p>A. At least 10 days have passed since symptoms first appeared</p> <p>B. At least 24 hours have passed since the last fever (without fever-reducing medication)</p> <p>C. Improved Symptoms</p>
Positive COVID-19 test with or without** symptoms			X	X			<p><b>Release by healthcare professional and</b></p> <p>A. At least 10 days have passed since symptoms first appeared</p> <p>B. At least 24 hours have passed since the last fever (without fever-reducing medication)</p> <p>C. Improved Symptoms</p> <p><b>**NOTE</b> – An employee who self-isolated due to a <b>positive test for COVID-19 and never had symptoms</b> may return to work 10 days after their positive test and after conferring with a health care provider. Upon return, the employee should distance themselves from others and must wear a mask at work for an additional 3 days.</p>

No Prolonged Close  
Exposure



**Medium and Lower Exposure Employees: Staff performing tasks at various levels of risk exposure due to their contact with individuals who are known, or suspected of having COVID-19 infection.**

w/ Symptoms			X	X			<p><b>Release by healthcare professional</b> <i>and</i> A. At least 10 days have passed since symptoms first appeared  B. At least 24 hours have passed since the last fever (without fever-reducing medication)  C. Improved Symptoms</p>
Positive COVID-19 test with or without** symptoms			X	X			<p><b>Release by healthcare professional</b> <i>and</i> A. At least 10 days have passed since symptoms first appeared  B. At least 24 hours have passed since the last fever (without fever-reducing medication)  C. Improved Symptoms</p> <p><b>**NOTE</b> – An employee who self-isolated due to a <b>positive test for COVID-19 and never had symptoms</b> may return to work 10 days after their positive test and after conferring with a health care provider. Upon return, the employee should distance themselves from others and must wear a mask at work for an additional 3 days.</p>