Date: Thursday, April 09, 2020 9:16 AM
Subject: Exposed Critical Infrastructure Workers

Please share with your local Return to Work Coordinators, AODs, and Watch Commanders.

Good morning,

I am learning that frequently staff are being sent home by hiring authorities if an employee is thought to have been potentially exposed or exposed to a positive COVID person (employee, household member, inmate, parolee, etc.). This is not within the Department's guidance or in alignment with the CDC. Furthermore, CDCR and CCHCS must abide by CalHR's directives regarding ATO.

While it is appreciated that each HA is taking efforts to minimize exposure and address staff concerns, it is crucial that process is followed. Myself along with the OEH nurses are working 7 days a week confirming staff cases and conducting contact investigations (CIs). Our small but mighty team has gained additional resources to assist with the volume of CIs, which will assist in the assessment of exposures and guidance. We also work collaboratively with the CCHCS Public Health Nurses, Institution Public Health Nurses, and local Return to Work Coordinators in the overall CI process.

REMINDER:
Employees should come to work unless:
- They are issued a notice by a local health department to quarantine or isolate.
- They cannot answer "No" to the three perimeter screening questions.
- Their temperature does not pass the thermometer screening.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

Reporting an employee who has self-reported as COVID positive (refer to What To Do When an Employee Reports That They Have Tested Positive for COVID-19):
- Send me an email with the following information **(DO NOT SEND TO THE DOC EMAIL BOX OR HQ AOD)**
    1. Name
    2. Classification
    3. DOB
    4. Address
    5. County of Residence
    6. Phone number
    7. Date last worked
    8. Was employee symptomatic on last day of work (if not known, it is okay)

9. Doctors note or Lab results confirming the employee is COVID positive (if the employee doesn't have one, it is okay just notate that when sending me the information)

- I will then confirm that the employee is positive with PH, advise the HA, and assign an OEH nurse to begin the CI.
- Continue with the steps in the attachment.

Serology Tests and COVID Testing Scams:
-Serology tests:
- Per CDPH serology tests are not considered as confirmatory at this time and would not want to include these in our case counts.
- COVID Testing Scam information: https://www.fcc.gov/covid-scams
- If you are told by an employee that they are experiencing COVID related symptoms and are having trouble getting tested please let me know and I will assist.

EMPLOYEES DEEMED ESSENTIAL:
When ATO is available:
- An employee is ordered (written notice) by a local public health department will be provided up to 14 days of Administrative Time Off (ATO).
- An employee who has been subject to quarantine or self-monitoring as ordered by a local public health department and tests positive for COVID-19 or otherwise becomes ill shall be able to use leave credits of all types available no sooner than 14 days after the quarantine or self-monitoring began.

When Leave credits should be used:
- If an employee is self-quarantined, is unable to telecommute at this time, what type of leave are we supposed to put them under?
   o Currently, all available leave credits are permitted to use.
- If an employee has a Dry's note stating they should 'shelter in place', 'quarantine', or 'telecommute' and is unable to telecommute at this time, what type of leave are we supposed to put them under?
   1. 65 over older - May use leave credits, ATO is not provided. If leave credits are exhausted, COVID-19 emergency ATO may be requested.
   2. Chronic health condition - may use leave credits, ATO is not provided.
   3. Not 1 or 2, may use leave credits, ATO is not provided.

NOTE: Departmental direction is forthcoming regarding the Emergency Paid Sick Leave and E-FMLA benefits that were effective 04/01/2020.

CDC GUIDELINES:

https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19,

provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

Thank you,

Katherine