

**ADDENDUM IIIb
COUNTY OF LAKE
COVID-19 Exposure Notification Form
AND Email Template
Revised 3.1.23**

Date: _____

From: _____

Department Head Name / Representative	Department	DH Email / Rep. Email

RE: Notification to Employees When Coworker is Diagnosed with COVID-19

CC: Risk Management: Countycounsel@lakecountyca.gov

Location of exposure:	Location Address:
-----------------------	-------------------

Dates of Exposure:

The County of Lake has been notified that one of our employees or another individual, such as a contractor, or client has been diagnosed with COVID-19. You have been identified as potentially having close contact with an individual who has been diagnosed or tested positive for COVID-19.

Close contact is defined by the California Department of Public Health (CDPH) as sharing the same indoor airspace with a confirmed-positive individual, in indoor spaces of 400,000 or fewer cubic feet (44,444 square feet if the height of the ceiling is nine feet tall) per floor for a cumulative total of 15 minutes or more over 24 hours within the “high-risk exposure period” for example, three separate 5-minute exposures for a total of 15 minutes during an infected person’s infectious period.

According to the Centers for Disease Control and Prevention (CDC), the virus is spread primarily through respiratory droplets between people who are in close contact with one another. Individuals are contagious up to 48 hours before they exhibit symptoms or test positive for COVID-19.

Please see below, the responsive steps we are taking, steps all employees must take, and work exclusion and sick leave information.

**ADDENDUM IIIb
COUNTY OF LAKE
COVID-19 Exposure Notification Form
AND Email Template
Revised 3.1.23**

Responsive Steps We Are Taking

We are taking the following steps to mitigate the risk of COVID spread:

Check all that apply

- ☐ Sanitizing the workplace
- ☐ Offering remote work
- ☐ Closing the workplace, If applicable
- ☐ Notifying Risk Management
- ☐ Notifying department employees of possible exposure, if applicable
- ☐ Risk Management report sickness or exposure to Cal OSHA & Workers Comp (TPA)
- ☐ Labor Union (Outbreak only)
- ☐ Other: _____

We have taken the following ongoing preventive measures:

1. Implemented COVID Return to Work Protocol
2. Offering remote work, if applicable
3. Encouraging employees to stay home when sick
4. Encouraging frequent hand washing and /or sanitizing
5. Conducting virtual meetings via zoom
6. Encouraging frequent cleaning of high-touch surfaces
7. Providing hand sanitizer and cleaning supplies to all departments
8. Providing free masks to our employees
9. Providing N95 masks to employees upon request and if applicable for their position
10. Posters and visual reminders

Steps All Employees Must Take

Each employee is responsible to themselves and their colleagues to take certain precautions in the COVID-19 environment. We would like to remind all employees to abide by the CDC and California Dept. of Public Health guidelines to protect their health and the health of those around them. That includes:

1. All employees must wear a mask for 10 days following close contact with a COVID-19-positive person.
2. Stay home when sick.
3. Pre-Screening for COVID symptoms before coming to work / reporting to a Lake County facility shall self-screen for symptoms of COVID-19 to lessen its spread within the community. This includes screening for:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose

**ADDENDUM IIIb
COUNTY OF LAKE
COVID-19 Exposure Notification Form**

- Nausea or vomiting
 - Diarrhea
4. Test if when having any COVID symptoms.

During this time if you experience any of the symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Please inform the following departments so that we may track potential outbreaks within the County of Lake:

Your department head immediately, followed by Risk Management at (707) 263-2532
countycounselmailbox@lakecountycalifornia.gov

The County of Lake will keep all medical information confidential and will only disclose it on a need-to-know basis, as required by the Americans with Disabilities Act (ADA). Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

County COVID-19 Testing & Workers Compensation

- You may obtain an antigen rapid COVID-19 test from your employer upon request.
- Exclusion pay is no longer available. If you wish to file a workers' compensation claim, a **PCR** test, with a positive result must be submitted to our workers' compensation insurance carrier within 14 days of filing the claim. A legible photograph will be sufficient. The employee may visit the doctor for a PCR test but the 14-day rule is still in effect. See page 17 of the COVID-19 Worksite Protocol for Workers Compensation instructions, located at Intranet>COVID-19 Information & Training

Alternative Testing Resources:

- Lake County Tribal Health offers testing by appointment to established patients with or without symptoms. For appointments, call 707-263-1000. For pediatric appointments, call 707-263-1010.
- See your primary care doctor.
- Sutter Health does testing if symptoms are present.

Returning to Work

- Quarantine can end after day 5 if symptoms are not present **and** the employee tests negative on day 5 or later.
- The employee must wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
- Watch for symptoms until 14 days after exposure. If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

Please contact your supervisor or Risk Management with any questions or concerns. We appreciate everyone continuing to do their best to support the health and safety of our work environment and each other.

Q&A

Q: Must an employer exclude an employee who claims a COVID-19 workplace exposure?

A: An employer should take any reports seriously and investigate any exposure evidence. It is ultimately the employer's responsibility to determine if an exposure occurred.

**ADDENDUM IIIb
COUNTY OF LAKE
COVID-19 Exposure Notification Form**

Q: Does an employer have to maintain an employee's earnings and benefits under California Code of Regulations, Title 8 section 3205(c)(10)(C) if the employee is unable to work because of reasons other than protecting persons at the workplace from possible COVID-19 transmission?

A: No, the employer need not maintain the exposed employee's earnings and benefits under California Code of Regulations, Title 8 section 3205(c)(10)(C) if the employee with COVID-19 exposure from the workplace is unable to work because of reasons other than protecting persons at the workplace from possible COVID-19 transmission (e.g., a business closure, caring for a family member, disability, or vacation). Such employees may be eligible for other benefits, including Disability Insurance, Paid Family Leave, or Unemployment Insurance benefits.

Q: How are employers proving that a COVID-19 exposure is not work-related and rebutting the presumption under SB 1159 related?

A: [SB 1159](#) provides a rebuttable presumption for certain workers and workplaces that an employee's COVID-19-related illness is an occupational injury entitling the employee to workers' compensation benefits. Rebutting that presumption and proving that COVID-19 exposure is not work related to avoid the ETS' exclusion pay requirement involves an employer conducting comparable investigations and producing comparable evidence to show it is more likely than not that an employee's COVID-19 exposure did not occur in the workplace.

Q: Can an employee receive both temporary disability benefits under workers' compensation and receive their regular wages (or a portion of them) because they are excluded from work under California Code of Regulations, Title 8 section 3205(c)(10)(C)?

A: No. Cal/OSHA does not consider an employee receiving workers' compensation temporary disability benefits for wages lost during the period in which they are excluded from the workplace to be "able and available to work" within the meaning of California Code of Regulations, Title 8 section 3205(c)(10)(C). Therefore, an employee cannot receive both types of benefits.

Additional resources and contact information can be found below:

1. [Cal/OSHA COVID-19 Resources](#)
2. [CDPH Home \(ca.gov\)](#)
3. [Guidance for COVID-19 | CDC](#)
4. **Public Health** publichealth@lakecountycalifornia.gov 922 Bevins Court
Lakeport, CA 95453
Phone: (707) 263-1090
Toll-Free: (800) 794-9291

Risk Management

CountyCounsel@lakecountycalifornia.gov

(707) 263-2532

Use the following attached forms located on the County Intranet for reporting:

Intranet> Forms> Risk Management: • [Company Nurse EZ Reference Guide](#)
• [Incident DWC1 5020 Reports \(3 in 1\)](#)