

ADDENDUM IIIa
COUNTY OF LAKE
COVID-19 WORK-RELATED INVESTIGATIVE FORM
Instructions Employee Confirmed COVID-19 Test
Revised 03.01.23

INSTRUCTIONS FOR COMPLETING THE FORM:

1. Complete and send the investigative form via email with “Employee Positive” in the subject line to:

County Risk Management @ CountyCounselMailBox@lakecountycal.gov

Risk Management will report to:

- the County’s workers’ compensation carrier.
- the OSHA Regional Office in the event of a major outbreak (20 or more pp.)

2. Determine the “High-Risk Exposure Period” which means:
 - (1) for those with COVID-19 symptoms, from two days before they first developed symptoms until 5 to 10 days after symptoms appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - (2) For those who test positive and who never developed symptoms, from 2 days before and 5 to 10 days after they tested.
3. Contact employees and subcontractors identified as potential “COVID-19 exposures” by phone or email within one business day and advise them that they have potentially been exposed to COVID-19 and quarantine protocols (see below).
 - A. Do not identify the employee who tested positive.
 - B. Potential COVID-19 exposures must quarantine for 5 to 10 days after the last known COVID-19 exposure. At the discretion of the Department, and based on operational needs, the potential COVID-19 exposure(s) may telework subject to the provisions of the County of Lake Policy for Working Remotely during quarantine.
 - C. If teleworking is not possible, the potential COVID-19 exposure may be eligible for Workers’ Compensation.
4. **If the answer to question #5 below is YES, send a County of Lake COVID-19 Exposure Notification within one business day to each exposed employee by location, answered in #6. ***See Exposure Notification Email Template*****
 - A. The notice should go to any employee or subcontractor who was present at the same worksite as the COVID-19 case during the infectious period. For persons who develop COVID-19 symptoms, that period begins two days before they first develop symptoms. See the Close Contact definition below #8. For persons who test positive but never develop COVID-19 symptoms, the period begins two days before the date of their test.
 - B. Use the response to question #6 to determine the applicable worksite. Risk Management can help determine the scope of the worksite that must be noticed.
 - C. Provide a copy of the notice to any union with a member that receives the notice.
5. Determine whether there are any workplace conditions that could have contributed to the risk of COVID-19 exposure and address them.
6. The department head should contact Public Services at 707-262-1618 to arrange cleaning.

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| | | |
|--------------------|-----------------|-----------------|
| Employee Name: | Title: | Date: |
| | | |
| Department: | Supervisor: | Union: |
| | | |
| Employee Location: | Employee Phone: | Employee Email: |
| | | |

Instructions – The supervisor should ask the employee who has tested positive the following questions and record the responses on this form:

| | |
|---|--|
| 1. What date did you take the COVID-19 test? | |
| 2. What date did you receive your test result? | |
| 3. If you experienced symptoms, what date did you first experience them? Indicate N/A if not symptomatic. | |

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|---|
| 4. When was the last time you were at your work location or other work-related location? |
| |
| 5. Were you in a County building or other work-related location in the two days prior to experiencing symptoms, if symptomatic, or in the two days prior to taking your COVID-19 test if asymptomatic? |
| Yes or No: _____ |
| 6. If yes, what locations? List all locations including any County buildings or worksites other than your normal work location, including going into other departments or onto other floors. |
| |
| |
| 7. If no, there is no chance of exposure/transmission. |
| 8. 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 a 24-hour period 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. During the two days prior to experiencing symptoms through the days you worked while symptomatic, did you have close contact with any co-workers? |
| Yes or No: _____ |

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|---|
| 9. If the answer was yes from box 8 above, whom did you have close contact with? |
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| 10. If the answer was yes from box 8 above, describe in detail how the close contact occurred. |
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| 11. Have any other co-workers, clients, or vendors at the same location been diagnosed or tested positive for COVID- 19? |
| Yes or No: |
| 12. If the answer was yes from box 11 above, who and when? |
| |
| 13. Have any members of your family been diagnosed or tested positive for COVID-19 during the 2 weeks prior to testing positive? If yes, when? |
| |
| 14. Have you attended personal gatherings, social activities, parties, or been on vacation during the 2 weeks prior to testing positive? If yes, what event and when? |
| |
| 15. Have you traveled 2 weeks prior to testing positive for COVID-19? If yes, what was your travel destination and when? |
| |
| 16. Are there any workplace conditions that may have contributed to the risk of COVID-19 exposure? List below |
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Responsive Steps We Are Taking

We are taking the following steps to mitigate the risk of COVID-19 spreading:

Check all that apply

- ☐ Sanitizing the workplace
- ☐ Offering remote work
- ☐ Closing the workplace (if applicable)
- ☐ Notifying Risk Management – Risk Management reports sickness to Workers Comp (TPA) & Cal OSHA – Cal OSHA Regional Office if Major Outbreak (20 or more)
- ☐ Notifying department employee/s of possible exposure (if applicable)
- ☐ Other: _____

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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 (when possible)
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 bears a responsibility to themselves and to 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 prior to 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
 - Nausea or vomiting
 - Diarrhea
4. Test if when having any COVID symptoms.