

**ADDENDUM IIb
COUNTY OF LAKE
COVID-19 Public Health Emergency – Worksite Protection Protocol**

COVID-19 Exposure Notification Form

To: Employee Name
Employee Email

From: Department Head

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

Date:

CC: Risk Management: Jeff.Rein@lakecountycal.gov
Human Resources: Pam.samac@lakecountycal.gov
Health Department: publichealth@lakecountycal.gov
Employee Union

The County of Lake has been notified that one of our employees or another individual, such as contractor, has been diagnosed with COVID-19 at the following location:

Department

Location address

As an immediate response to protect the health and safety of our workforce, we conducted an investigation to determine co-workers who may have had close contact, which is defined contact with the affected employee within 6 feet for greater than 15 minutes cumulatively within 24 hour period, with the confirmed-positive individual. You have been identified as an employee who may have been exposed to the virus between Exposure Dates.

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.

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
- ☐ Implementing COVID-19 close contact quarantine procedures
- ☐ Offering remote work
- ☐ Closing the workplace
- ☐ Notifying Risk Management

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- ☐ Notifying local Department of Public Health
- ☐ Risk Management report sickness, injury, or exposure to Cal OSHA if applicable

- ☐ Notifying Labor Union
- ☐ Other: List all other actions taken

We have taken the following ongoing preventive measures:

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

Steps All Employees Must Take

We would like to remind all employees to abide by the CDC and California Dept. of Public Health guidelines to protect your health and the health of those around you. That includes: (1) washing your hands often with soap and water for at least 20 seconds, especially if you have been in a public place and after blowing your nose, coughing or sneezing; (2) if soap and water are not readily available, use a hand sanitizer that includes at least 60 percent alcohol; (3) avoid touching your eyes, nose, and mouth with unwashed hands; (4) wearing a face covering when around others or in a public place; and (5) maintaining a physical distance of at least 6 feet from all coworkers at the workplace.

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, 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:

List Department Head

Risk Management at (707) 263-2532

Human Resources at (707) 263-2213

You should also contact your health care provider to determine if you should be tested for COVID-19.

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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.

Work Exclusion

Until further notice, you are excluded from physically coming to work as to help prevent potential spread of the virus. You will be on home quarantine for 10 days after your last date of exposure to the ill employee. Please know we are offering telework opportunities where possible and will work with you to make this transition smooth. Contact List Department & contact information to determine if teleworking is an option for you. If telework is not an option, we will discuss the options that may be available.

Testing

To complete a screening and schedule an appointment for free testing: call the MHOAC line at (707)263-8174 or visit: <https://www.projectbaseline.com/study/covid-19/>

Sick Leave & Pay

Please note if you are unable to telework, or if you become ill, you have options to take sick leave or use benefits provided by the federal government under the FFCRA (Families First Coronavirus Response Act.)

Families First Coronavirus Response Act:

<http://www.lakecountyca.gov/Assets/Intranet/Departments/HR/COVID-19/Payroll/PaidSickEng.pdf>

COVID Information, Payroll Forms, and Instructions:

<http://www.lakecountyca.gov/Government/Directory/Human Resources/COVID-19.htm>

Returning to Work

You may return to work upon clearance by [name/contact information of HR representative]. No employees will be allowed to return to work less than 14 days after the last date of exposure to an infected coworker. Moreover, employees who have had symptoms may not return to work until they have been fever free (without fever reducing medication) for 72 hours, at least 10 days have passed since the onset of their symptoms and they are showing an improvement in symptoms. Finally, employees who have been asymptomatic but who tested positive may not return to work until 10 days have passed since the date of their first positive test.

Please contact your supervisor or HR with any questions or concerns. We appreciate everyone

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continuing to do their best to support the health and safety of our work environment and each other. These are trying times for us all, and we are here for you.

Additional resources and contact information can be found below:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Lake County Public Health: <http://health.co.lake.ca.us/Coronavirus.htm>

Public Health

publichealth@lakecountyca.gov
922 Bevins Court
Lakeport, CA 95453
Phone: (707) 263-1090
Toll Free: (800) 794-9291

24 Hour Public Health Emergency Reporting

Duty Officer: (707) 263-1090, option 9

To complete a screening and schedule an appointment for testing: call the MHOAC line at (707)263-8174 or visit: <https://www.projectbaseline.com/study/covid-19/>

Risk Management

Jeff Rein
Jeff.Rein@lakecountyca.gov
(707)263-2532

Human Resources

Pam Samac
Pam.samac@lakecountyca.gov
(707)263-2213