COUNTY OF LAKE
ADDENDUM I FAQ's for Managers and Supervisors

The management COVID FAQ's have been developed in partnership with the Public Health for Lake County to answer FAQ's related to COVID.

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What should I do if an Employee Comes to Work Sick or with COVID Symptoms?

During the Public Health Emergency, employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

COVID-19 symptoms mean that the employee has any one of the following signs or symptoms:
- Fever
- Runny or congested nose
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Chills, or Repeated Shaking/Shivering
- Feeling Unusually Weak or Fatigued
- New Loss of Taste or Smell
- Muscle pain
- Headache
- Diarrhea

In the event an employee is sick, s/he must quarantine up to 10 days, while either working remotely (subject to department approval), using paid leave accruals or taking leave without pay.

The employee may return to work in less than ten (10) days if <u>cleared</u> to do so by his/her health care provider or the Health Department.

What should I do If an Employee Tests Positive for COVID 19?
- If the employee is at work send the employee home immediately to quarantine for at least 10 days. Even if the employee shows no symptoms, he or she may still be able to spread the virus during that time frame, according to the CDC.
- The employee should contact and follow any instructions/orders from their health care provider.
- The manager should contact the Health Department at (707) 263-1090 and Risk Management at (707) 263-2580 and provide the following information:
  - Employee's name
  - Date of positive PCR COVID Test
  - Date symptoms started
  - Employee's contact information
  - Employee's occupation
  - Location where the employee worked
  - Business address
  - Hospital address if employee is hospitalized
  - Date of the last day at the workplace
  - Compile information on individuals the employee had close contact with
- Send employee exposure notification (*new law effective 11/2020) to those who may have been exposed.

- Temporarily close the general area where the positive employee worked until cleaning and sanitizing of the area where the employee worked and may have been, including cubes, offices, file rooms, common areas, break rooms, restrooms and County-owned vehicles (if applicable) can be completed.
- Management should supervise the cleaning and disinfecting of work areas and other visited areas or work with Public Services to do so.
- The CDC recommends waiting 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- Notify other employee(s) that may have been in prolonged contact with the affected employee within 6 feet for greater than 15 minutes, cumulatively within 24 hours. Do not disclose the identity of any person, in the workplace, who tested positive for COVID-19.
- Instruct employees to clean their office and work areas.
- Staff should wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary beyond routine cleaning procedures.
- If there has been a possible exposure to any employee(s) in the workplace, due to prolonged contact with the affected employee, client, or member of the public, complete Workers Compensation claims forms.

When can an employee that tested positive for COVID come back to work?
1. S/he must quarantine up to 10 days since the start of symptoms or since first positive PCR test if a person is asymptomatic **and**
2. 24 hours with no fever without the use of fever-reducing medications **and**
3. Other symptoms of COVID-19 are improving

   *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

If an employee has been exposed to COVID-19 but is not showing systems, should I allow him or her to work?

Employees may have been exposed if they are a "close contact" of someone who is infected, which is defined as being within 6 feet for greater for than 15 minutes should remain at home or in a comparable setting and practice social distancing for 10 days and should be tested after day 5 from last exposure to the positive case..

If I send an employee home to quarantine due to prolonged contact with the affected employee, client, or member of the public, is it covered by Workers' Comp?
Maybe, Workers' Compensation injury is defined as an employee who tests positive for COVID-19 as a result of a workplace exposure and meets the additional qualifications of a COVID-19 work-

related injury. For non-first responder personnel, an outbreak must also occur within 14 days of the employee testing positive. An outbreak is defined as follows: For employers and specific locations with fewer than 100 employees, 4 employees must test positive within the 14 day period, or for locations with more than 100 people, 4% of the employees working in that specific location must test positive within the 14 day period.

What should I do if Employee has had Close Contact with Person who Tests Positive

- Supervisor should contact employees directly who were identified as having close contact. Recommend they get tested for COVID-19 and quarantine for 10 days.
- Employees should begin quarantine as soon as they are notified, they should wait to be tested for at least 120 hours (5 days) after the exposure.
- The manager and the employee should contact the County Department of Public Health.

What do I do if the employee's family member has had close contact with someone who has tested positive for COVID-19?
Employees should self-monitor for symptoms and wear cloth face coverings when in public. If they develop symptoms, or their family member subsequently tests positive, they should notify their supervisor and stay home.

What should I do if I find out several days later, after an employee has worked, that they were diagnosed with COVID-19?
- If it has been **less than 7 days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Other employees may have been exposed to the virus if they were in "close contact" (within approximately 6 feet for 15 minutes cumulatively) of the sick employee.
- If an employee is confirmed to have COVID-19, inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Those who have symptoms should self-isolate and follow CDC recommended steps.
- In most workplaces, those potentially exposed but with no symptoms should remain at home or in a comparable setting and practice social distancing for 10 days.
- Employees not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.

If I shut down my office/ facility as a result of a COVID -19 case or outbreak, what is the recommended way to clean and disinfect and what is the appropriate time frame to resume operations?
- Follow CDC cleaning and disinfection recommendations.

- Wait 24 hours before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. If 24 hours is not feasible, wait as long as possible.
- Open outside doors and windows to increase air circulation in the area.
- Cleaning staff should clean and disinfect all areas including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces.
- Clean dirty surfaces with soap and water prior to disinfection.
- Disinfect surfaces using products that meet EPA's criteria for use against the virus that causes COVID-19, and that are appropriate for the surface.
- Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, contact time, and required PPE.
- Operations can resume as soon as the cleaning and disinfection are completed.

Who do I contact if my staff does not want to clean our office after a COVID-19 case?
Call Public Services at 707-262-1618 to arrange cleaning.

What precautions should staff take for routine cleaning?

- Follow CDC cleaning and disinfection recommendations.
- Clean surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.
- Do not empty garbage bags into other containers. Tie bag and remove from container for disposal.
- Staff should wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning.
- Clean office surfaces and counters after each visitor.
- Staff should clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Is it ok to have a holiday lunch, potluck, or birthday cake?
No, to limit possible exposure it is not advisable at this time.

Additional resources can be found at the links below:

CDC guidance for cleaning your office / facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

U.S. Department of Health & Human Services: https://www.hhs.gov/coronavirus/index.html

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

COVID-19 Testing

OptumServe is now offering testing services
➢ SCHEDULE ONLINE AT HTTPS://LHI.CARE/COVIDTESTING
➢ Call 888-634-1123 for assistance with scheduling.

Testing is available Monday through Saturday, 7 am - 7 pm, excluding holidays at the following locations:
➢ Mondays, Fridays & Saturdays: City of Lakeport Silveira Community Center (500 N. Main Street)
➢ Tuesdays, Wednesdays & Thursdays: Lower Lake at Town Hall (16195 Main Street)

➢ Appointments are highly recommended; limited on-site registration is available.

Alternative Testing Resources

➢ Rite Aid is conducting Drive-Thru testing in Clearlake and Ukiah. Appointments can be made online at https://www.riteaid.com/pharmacy/services/covid-19-testing. Insurance is not required.
➢ 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.

Public Health Contact Information
922 Bevins Court
Lakeport, CA 95453
Phone: (707) 263-1090 or **Toll Free:** (800) 794-9291

24 Hour Public Health Emergency Reporting
(707) 263-1090, option 9

Human Resources Contact Information
Pam Samac
Pam.samac@lakecountyca.gov
(707)263-2213

Risk Management Contact Information
Jeff Rein
Jeff.Rein@lakecountyca.gov
(707)263-2532

Public Services Contact Information
Lars Ewing
Lars.Ewing@lakecountyca.gov
707-262-1618