

# Sutter County Superintendent of Schools

## Response Guide to a Confirmed or Suspected Case of COVID-19



# Sutter County Superintendent of Schools

Tom Reusser, County Superintendent

## SCSOS's Response to a Confirmed or Suspected Case of COVID-19 in the Workplace

### Table of Contents

I.	INTRODUCTION .....	2
II.	DEFINITIONS .....	2
A.	Exposure.....	2
B.	Home Isolation .....	2
C.	Home Quarantine .....	2
D.	Symptoms.....	2
III.	EMPLOYEE RESPONSIBILITIES .....	3
A.	Notification of Diagnosis, Symptoms, or Contact .....	3
B.	Role in Contact Tracing .....	3
C.	Return to Work .....	3
IV.	SUPERVISOR RESPONSIBILITIES .....	5
A.	Notification to COVID-19 Liaison .....	5
B.	Employee Separation .....	5
C.	Area Closure.....	5
D.	Role in Contact Tracing .....	5
V.	COVID-19 LIAISON RESPONSIBILITIES AND CONTACT TRACING.....	5
A.	Facilities Coordination .....	5
B.	Contact Tracing.....	6

## **I. INTRODUCTION**

The purpose of this document is to describe the SCSOS community's collective effort and individual responsibilities in responding to a confirmed or suspected case of COVID-19 in the workplace. As part of these efforts, SCSOS has established a COVID-19 Liaison to serve as a point of contact to the Sutter County Department of Public Health (SCDPH) in the event of a COVID-19 cluster or outbreak. The COVID-19 Liaison can be contacted Kathy Tamez by calling 530.844.3897 or emailing at [KathyT@sutter.k12.ca.us](mailto:KathyT@sutter.k12.ca.us) .

## **II. DEFINITIONS**

### **A. Exposure**

[Exposure](#) is defined as close contact with someone diagnosed with or suspected to have COVID-19. A close contact is defined as an individual who was within 6 feet of the infected person for more than 15 minutes or contact with the infected person's body fluids and/or secretions, for example, being cough or sneezed on, or sharing of a drink or food utensils

### **B. Home Isolation**

[Isolation](#) is used to separate a person infected or sick with COVID-19 from people who are not infected. A person who is in isolation is to stay home until [it's safe for them to be around others](#).

### **C. Home Quarantine**

[Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. A person in quarantine is to stay home, separate themselves from others, monitor their health, and follow directions from the local health department.

### **D. Symptoms**

All employees should be aware of the common symptoms of COVID-19. Symptoms of COVID-19 may include some combination of the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose
- New loss of taste or smell

Employees should self-monitor for these symptoms and be mindful of "just not feeling well." If an employee is concerned about having symptoms or possible exposure, they should contact their medical provider. Free testing is also available.

For details, visit: <https://www.suttercounty.org/doc/government/depts/cao/em/coronavirus>

### **III. EMPLOYEE RESPONSIBILITIES**

#### **A. Notification of Diagnosis, Symptoms, or Contact**

An employee must notify his or her supervisor and/or the COVID-19 Liaison if:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

#### **B. Role in Contact Tracing**

The employee will be contacted by the COVID-19 Liaison within 24 hours of notification. The employee must cooperate in the contact tracing investigation conducted by the COVID-19 Liaison. The COVID-19 Liaison will gather information including identifying all locations the employee visited while infectious, and identification of all employees/visitors the employee had close contact with while infectious. All information will be kept confidential and handled in compliance with California's Confidentiality of Medical Information Act, the Americans with Disabilities Act, and other applicable laws.

#### **C. Return to Work**

An employee who has been diagnosed with or is suspected to have COVID-19 or is exposed to COVID-19 may not return to work until completion of the appropriate isolation or quarantine period according to Public Health Officer orders summarized in the chart below. If an employee's tasks cannot be completed from home or the employee is unable to work from home during the isolation or quarantine period, the employee may utilize appropriate leaves, including leave under H.R. 6201.

After completion of the appropriate isolation or quarantine period under Public Health Officer orders, staff can return to work and resume usual activities. Neither Public Health clearance nor a negative COVID-19 test is required for return to work.

Category	Minimum Criteria for Return to Work
<p><b>Symptomatic Positive</b> Employees with symptoms who are <b>laboratory confirmed</b> to have COVID-19</p>	<p>Home Isolation -At least 10 days since symptoms first appeared <b>and</b> at least 24 hours with no fever without fever-reducing medication <b>and</b> symptoms have improved.</p>
<p><b>Asymptomatic Positive</b> Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>Home Isolation -A minimum of 10 days have passed since the date of their positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>
<p><b>Symptomatic Negative</b> Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Home Isolation - Use the same criteria for return to work as laboratory confirmed cases.</p>
<p><b>Asymptomatic Negative</b> Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Home Quarantine - Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure.</p>
<p><b>Symptomatic Untested</b> Employees who had symptoms of COVID-19 but were not tested</p>	<p>Home Isolation - Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
<p><b>Asymptomatic Untested</b> Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b></p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.</p>	<p>Home Quarantine - Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended.</p> <p>Home Isolation - Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory confirmed cases.</p>

## **IV. SUPERVISOR RESPONSIBILITIES**

### **A. Notification to COVID-19 Liaison**

Supervisors must immediately notify the COVID-19 Liaison when an employee reports that:

- The employee is diagnosed with COVID-19
- The employee has COVID-19 like symptoms
- The employee develops symptoms of COVID-19 at work
- The employee has been in close contact with someone who is diagnosed with or suspected to have COVID-19.

Supervisors should also consult with the COVID-19 Liaison when an employee is exhibiting symptoms of COVID-19 but reports feeling well.

### **B. Employee Separation**

If the employee develops COVID-19 like symptoms while at work, the supervisor shall send the sick employee home immediately. If the employee cannot leave work immediately (e.g. transportation is unavailable), the supervisor must ensure the employee is wearing a face covering and remains isolated from others until the employee can be transported home.

### **C. Area Closure**

The supervisor shall immediately close off the workspace or areas used by the employee. This includes the employee's immediate work area (office, desk, phones, or other work tools and equipment) and workplace surfaces that the employee may have touched (doorknobs/push bars, elevator buttons, restroom doors, copiers or other office machines).

### **D. Role in Contact Tracing**

The COVID-19 Liaison will contact the supervisor to identify the work areas used by the employee and assess who has had close contact with the employee.

## **V. COVID-19 LIAISON RESPONSIBILITIES AND CONTACT TRACING**

### **A. Facilities Coordination**

The COVID-19 Liaison shall coordinate with the FMOF department to ensure the work space(s) and area(s) used by the employee are closed off, outside doors and windows are opened if applicable, ventilating fans are deployed to increase air circulation in the area if possible, and the workspace is disinfected. The custodial response team shall wait 24 hours or as long as practical before beginning cleaning and disinfection.

The custodial response team is to clean and disinfect all the work areas used by the employee. This includes all areas such as offices, bathrooms, common areas and shared equipment.

## **B. Contact Tracing**

Upon receipt of a report of a confirmed or suspected case of COVID-19 in the workplace, the COVID-19 Liaison shall:

- Determine the potential exposure timeline
  - A case person is considered to be infectious 48 hours before symptoms first appear.
  - An asymptomatic person with laboratory confirmed COVID-19 is considered infectious 48 hours before the date of the positive test (actual test date, not date results received)
- Conduct contact tracing to identify others who may have had a close contact exposure
  - Utilize initial information from affected employee
  - Work with the supervisor to confirm or identify additional contacts and/or areas potentially exposed
  - Maintain confidentiality of the employee and close contacts