

HUMAN RESOURCES MEMORANDUM 22-002		DATE ISSUED: 1/12/2022
SUBJECT: GUIDANCE FOR STATE EMPLOYEES ON CORONAVIRUS (COVID-19)		REFERENCE: CalHR HR Memo 21-022 HR Memo 20-027
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide Department of General Services (DGS) employees with updated guidance and information related to the novel coronavirus (COVID-19). To help curb the spread of COVID-19 and contain new sources of infection, the California Department of Public Health (CDPH) recently [announced new requirements](#).

The State of California continues to act to protect public health and safety in the COVID-19 response efforts. To ensure the safety of our employees as the situation evolves, please reference and apply all guidance from the [Centers for Disease Control and Prevention](#) and local public health departments. As more guidance is released, the information in this memorandum will be updated accordingly.

Reporting a Positive COVID-19 Case

Employees shall report a positive COVID-19 test result to their manager/supervisor immediately upon notification from the testing provider. This includes testing performed at DGS facilities, as well as medical and community providers. If an employee takes a Rapid Antigen Test and has a positive result, the employee should take a confirming Polymerase chain reaction (PCR) test. Once notification is received, the manager/supervisor shall follow the steps outlined below:

- Report the positive COVID-19 test result of a DGS employee to the Office of Human Resources (OHR) Return to Work (RTW) by completing the [DGS Employee COVID-19 Positive Submittal](#) survey and answering the questions after gathering the necessary information from the employee.
 - Prior to contacting the employee, it is recommended the manager/supervisor reviews the DGS Employee COVID-19 Positive Submittal survey for the required questions to ask the employee.
- Receive the notification memoranda via email by OHR within 24 hours of reporting the position COVID-19 test result. The notification memoranda will be sent via email by OHR directly to the employee(s) and manager/supervisor who

are identified as exposed to COVID-19 through close contact* and non-close contact.

- *Close contact is defined as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over 24 hours. For example, three individual 5-minute exposures for a total of 15 minutes.
- Request deep cleaning and disinfecting of the state-owned or leased facility where an employee has tested positive for COVID-19 by completing the [COVID-19 Positive Case Report - Cleaning Request](#) survey.
- Report the positive COVID-19 test result of a DGS employee to the weekly [Absenteeism Survey](#) through the Service Now portal.
- Discuss potential leave options with the employee. Supervisors may contact OHR's Return to Work OHRReturnToWork@dgs.ca.gov with questions.

Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation) as of January 8, 2022 [Guidance on Isolation and Quarantine for COVID-19 Contact Tracing \(ca.gov\)](#)

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

The requirements outlined below apply to all employees, **regardless of vaccination status, previous infection, or lack of symptoms.**

Table 1

Persons Who Test Positive for COVID-19 (Isolation) Recommended Action	
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> • Stay home (PDF) for at least 5 days. • Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen* collected on day 5 or later tests negative. • If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10. • If fever is present, isolation should be continued until fever resolves.

	<ul style="list-style-type: none"> • If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10. • Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information) <p>*Antigen test preferred.</p>
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- DGS employees **should not** test at a DGS worksite for these purposes and should test in the community, through their health care provider or if applicable DGS employees participating in required at home testing.

Employees Who Are Exposed to Someone with COVID-19 Through Close Contact* (Quarantine)

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

The requirements outlined below apply to all employees, regardless of vaccination status.

Table 2

Persons Who are Exposed to Someone with COVID-19 (Quarantine) Recommended Action	
<ul style="list-style-type: none"> • Unvaccinated; OR • Vaccinated and booster-eligible but have not yet received their booster dose.** <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster eligible)</p>	<ul style="list-style-type: none"> • Stay home (PDF) for at least 5 days, after your last contact with a person who has COVID-19. • Test on day 5. • Quarantine can end after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative. • If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10. • Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information). • Strongly encouraged to get vaccinated or boosted.

	<ul style="list-style-type: none"> • If testing positive, follow isolation recommendations above. • If symptoms develop, test and stay home.
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** Workplace Setting (not applicable to healthcare personnel):

In a workplace setting, asymptomatic employees in this category are not required to stay home from work if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case
- Employee wears a well-fitting mask around others for a total of 10 days
- Employee continues to have no symptoms.

Table 3

Persons Who are Exposed to Someone with COVID-19 (No Quarantine) Recommended Action	
<ul style="list-style-type: none"> • Boosted; OR • Vaccinated, but not yet booster-eligible. <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster-eligible)</p>	<ul style="list-style-type: none"> • Test on day 5. • Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information) • If testing positive, follow isolation recommendations above. • If symptoms develop, test and stay home.

- DGS employees **should not** test at a DGS worksite for these purposes and should test in the community, through their health care provider or if applicable DGS employees participating in required at home testing.
- Fully vaccinated employees may voluntarily provide their manager/supervisor, Employee Resource Liaison, or Attendance Clerk with substantiation of a COVID-19 booster vaccination, who should complete the [DGS Employee Vaccination Status \(office.com\)](#) with the COVID-19 booster information (Note: all vaccination information will need to be entered including initial vaccination date(s) and booster). Copies should not be retained either electronically or physically of the documentation.

Leave Directives

According to the California Department of Human Resources (CalHR), the following leave directives apply:

- At any time the employee becomes symptomatic or tests positive for COVID-19, the employee shall use available leave credits (e.g., sick leave).

- If the employee is required to quarantine based on close contact* and is asymptomatic and their position is able to telework, the employee may be permitted to telework. If the position is unable to telework, the department shall provide Administrative Time Off (ATO) to employee(s) who must quarantine.

Reminders

To reduce the risk of becoming infected and potentially spreading COVID-19 virus at work, DGS employees must adhere to the following guidance and information regardless of vaccination status:

- If experiencing [COVID symptoms](#), employees should **not** report to their DGS work location, and should notify their supervisor and discuss leave options.
- Employees are **not** permitted to report to their DGS work location for COVID-19 testing purposes if experiencing [COVID symptoms](#).
- Practice safe physical distancing of six (6) feet or more indoors and outdoors while at a DGS work location performing DGS duties.
- Wear a face covering regardless of vaccination status when indoors in workplaces (e.g., cubicles, meetings, lobbies, restrooms, etc.) and public settings unless eating or drinking.
 - Beginning December 15, 2021, [CDPH will require masks](#) to be worn in all indoor public settings irrespective of vaccine status until updated guidance is received.
 - Medical or religious accommodation requests should be submitted to the Office of Human Resources, Return to Work Unit at ReasonableAccommodation@dgs.ca.gov or the Equal Employment Opportunity (EEO Office) at DGSEEO@dgs.ca.gov.
 - Unvaccinated individuals can request a N95 respirator from their supervisor.
 - More information on face coverings is available in the CDPH [Face Covering Guidance](#), your local county ordinance if applicable.
- Wash hands often with soap and water for at least 20 seconds, especially after blowing nose, coughing, or sneezing, or having been in a public place.
- Avoid touching eyes, nose, or mouth with unwashed hands.

Noncompliance

Noncompliance with the directives regarding COVID-19 testing, face coverings and physical distancing outlined in the Human Resources Memoranda may result in disciplinary action.

Travel Advisory

On December 13, 2021, CDPH issued a [new travel advisory](#) effective immediately to recommend that all travelers arriving in California test for COVID-19 within three to five days after arrival, regardless of their vaccination status.

Questions

If employees have questions regarding the guidance and information in this memorandum, they are encouraged to contact their supervisor and/or employee representative as appropriate.

ESTELA GONZALES, Chief
Office of Human Resources

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