

HUMAN RESOURCES MEMORANDUM 22-008		DATE ISSUED: 05/12/2022
SUBJECT: UPDATED GUIDANCE FOR STATE EMPLOYEES ON CORONAVIRUS (COVID-19) AND THE FACE COVERING/MASK REQUIREMENTS		REFERENCE: CDPH Guidance
TO: All Department of General Services Employees		SUPERCEDES: HR Memo 22-003 HR Memo 22-002

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) [announced new guidance](#).

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.

Summary of Updates

The CDPH [announced new guidance](#) with the following updates effective April 6, 2022:

- Removed quarantine recommendations for asymptomatic exposed person
- Added recommendations for work exclusion or restriction in certain specified high-risk settings.
- Updated definition for close contact and infectious period.
- Recommendations related to isolation of individuals who have tested positive remain unchanged, along with the recommendation for individuals with COVID-19 symptoms to stay home until tested and receiving a negative result. See updated tables below:

Table 1. Requirements for Employees Who Test Positive for COVID-19 (Isolation) as of April 6, 2022

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	Recommended Actions
<p>Everyone, regardless of vaccination status, previous infection or lack of symptoms.</p>	<ul style="list-style-type: none"> • Stay home (PDF) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms). • 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, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. • If fever is present, isolation should be continued until 24 hours after fever resolves. • If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. • Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information). <p>*Antigen test preferred.</p>

- 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.

Table 2. Employees Who are Exposed to Someone with COVID-19 Through Close Contacts - General Public (No Quarantine)

Table 2

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status.</p>	<ul style="list-style-type: none"> • Test within 3-5 days after last exposure. • Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor

<p>Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p>	<p>settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</p> <ul style="list-style-type: none"> • If symptoms develop, test and stay home (see earlier section on symptomatic persons), AND • If test result is positive, follow isolation recommendations above (Table 1).
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Reminders

- 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.

Masking Requirements

Effective March 1, 2022, the requirement for unvaccinated persons to mask in indoor public settings and businesses was replaced by **a strong recommendation that all persons, regardless of vaccine status**, mask in indoor public settings and businesses (examples: retail, restaurants, theaters, family entertainment centers, meetings, state and local government offices serving the public).

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 sharing the same indoor airspace, e.g., home, clinic waiting room, airplane etc., for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a [clinical diagnosis](#)) infectious period.
- 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.

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 be eligible for Supplemental Paid Sick Leave (SPSL). If employee has exhausted SPSL and unable to telework, they can use their available leave credits (e.g., sick leave).

Continued Guidance

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](#).
- Wearing a face covering is highly recommended regardless of vaccination status when indoors in workplaces (e.g., cubicles, meetings, lobbies, restrooms, etc.) and public settings unless eating or drinking.

- More information on face coverings is available in the CDPH [Face Covering Guidance](#) and 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.

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.

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Office of Human Resources

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