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| <b>HUMAN RESOURCES MEMORANDUM 23-010</b>  |  | DATE ISSUED:<br>7/12/23  |
| SUBJECT:<br><b>UPDATED GUIDANCE FOR STATE EMPLOYEES ON CORONAVIRUS (COVID-19)</b> |  | REFERENCE:<br><a href="#">CDPH</a><br><a href="#">Cal/OSHA</a>                                     |
| TO:<br>All Department of General Services (DGS) Employees                         |  | SUPERCEDES:<br>HR Memo <a href="#">22-025</a><br><a href="#">21-009</a> and <a href="#">21-016</a> |

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES**

**Purpose**

The purpose of this memorandum is to provide employees with updated direction regarding State employee coronavirus (COVID-19), the definition of an outbreak, and provide reminders of information previously provided in HR Memorandums.

**Defining an Outbreak**

On June 20, 2023, [CDPH](#) provided an updated definition of COVID-19 Outbreak to define an outbreak in non-healthcare settings to determine when employee COVID-19 cases are part of an exposed group; the following description shall apply:

- At least three COVID-19 cases during a seven-day period.

Please note that the requirement to [report a positive COVID-19 case](#) remains in effect.

Please reference the section of this memo for “Reporting a Positive COVID-19 Case and Exclusion from Work.”

**Reminders-COVID-19 Guidance**

**Self-Screening**

Employees are required to self-screen prior to entering the worksite and should not enter if they are experiencing [COVID-19 symptoms](#) such as fever, cough, shortness of breath, or any other symptoms that can be attributed to COVID-19 for 10 days following the last date of exposure.

**Physical Distancing During an Outbreak and Major Outbreak**

- During an outbreak, employers are required to evaluate whether physical distancing is necessary to control the transmission of COVID-19.
- Physical distancing must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status except when an employer demonstrates that maintaining six feet of distance is not feasible. When it is not feasible to maintain six feet of distance, persons must be as far apart as feasible.

- Employers are under an ongoing requirement to assess workplace hazards and implement controls to prevent transmission of disease. There may be circumstances in which employers determine that physical distancing is necessary in their workplace.

## Face Coverings

For up to date information on face coverings, please visit [CDPH Face Covering Guidance](#) and your local county ordinance if applicable.

## Respirators

- N95 masks must be available to **all** staff upon request regardless of vaccination status and without fear of reprisal. If you have any questions, please reach out to your manager/supervisor.

## Definition of Close Contact

Close contact is defined as follows:

- For indoor spaces of 400,000 cubic feet or fewer, a close contact is someone who shares the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
- For indoor airspaces of more than 400,000 cubic feet, a close contact is within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

- "Infectious Period" is defined as:
  - For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5–10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR
  - For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Day 5 after positive specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, symptomatic and asymptomatic confirmed cases who end isolation in accordance with CDPH Isolation and Quarantine Guidance are no longer considered to be within their infectious period.

- "Confirmed Case" is defined as:
  - A person who has received a positive result of the presence of SARS-CoV-2 virus as confirmed by a COVID-19 viral test or as diagnosed by a physician or clinic.

## Close Contact-Employees Who Are Exposed to Someone with COVID-19.

For employees who are asymptomatic. Applies to all employees regardless of vaccination.

- Exposed employees must test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop.
- Employees must wear face coverings around others for a total of 10 days after exposure. Please refer to the FAQs on face coverings for additional information.
- If an exposed employee tests positive for COVID- 19, they must follow the isolation requirements in [Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19.](#)
- Employees are strongly encouraged to get vaccinated and boosted

### Reporting a Positive COVID-19 Case and Exclusion from Work

The requirements outlined below to [report a positive COVID-19 case](#) and Exclusion from Work remain in effect.

#### Employee Responsibilities

Employees shall report a positive COVID-19 test result to their manager/supervisor immediately.

#### Manager/Supervisor Responsibilities

Once notification is received, the manager/supervisor shall follow the steps outlined below:

1. Report the positive COVID-19 test result of a DGS employee to the Office of Human Resources (OHR) Return to Work (RTW) unit, by completing the [DGS Employee COVID-19 Positive Submittal](#) survey and answering the questions after gathering the necessary information from the employee.

#### Both

1. The manager/supervisor will be asking the employee a series of questions. It is extremely important the questions are answered thoroughly and timely.
  - Employee Name
  - Employee Classification
  - DGS email address
  - Employee phone number (phone number where employee can be contacted at)
  - Date of the test
  - Date of positive test result
  - Type of COVID-19 test

- Were they symptomatic, and that is why they got tested?
- When did they become symptomatic?
- Date employee was last working in the State facility/building
- Building name(s) and address(es) of all facility building(s) the employee last reported
- What common areas of the work location(s) did the employee frequent (for tracing purposes during the infectious period)
- Who did they have close contact with on their last day at the facility?
- Was the employee hospitalized?
- If yes, what facility and what date were they admitted?

2. Discuss potential leave options. Questions: [OHRReturnToWork@dgs.ca.gov](mailto:OHRReturnToWork@dgs.ca.gov).

### **Notification**

Employees will receive a memorandum via email from Office of Human Resources (OHR) within 24 hours of reporting the positive COVID-19 test result. The notification memorandum will include exclusion and return to work details.

Within 24 hours, the Return-to-Work Unit (RTW) will also notify all individuals determined to be a close contact within the infectious period. The notification will include exclusion and return to work details.

The name of the COVID-19 positive employee shall not be disclosed.

### **Return-to-Work Testing Criteria**

The following [Cal/OSHA](#) guidance is specific to the return-to-work testing criteria for COVID-19 cases and employees excluded from work:

- COVID-19 tests may be self-administered and self-read only if independent verification of the results can be provided such as a time-stamped photograph
- Polymerase Chain Reaction (PCR) test results will continue to be accepted.

### **Continuous Requirements**

All other requirements to comply with CDC, California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), CDPH and local county public health department requirements remain in effect.

DGS will continue to minimize COVID-19 exposure and address COVID-19 concerns and reported hazards as outlined in the DGS [COVID-19 Prevention Plan \(CPP\)](#).

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-19 symptoms](#), employees should **not** report to their DGS work location, and should notify their supervisor and discuss leave options.

- 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 manager/supervisor and/or employee representative as appropriate. Managers/supervisors are encouraged to contact OHR Return to Work Unit at [OHRReturnToWork@dgs.ca.gov](mailto:OHRReturnToWork@dgs.ca.gov).