

Date: July 30, 2020

To: Placer County Employers

From: Dr. Aimee Sisson, Placer County Health Officer

Subject: Responding to COVID-19 Outbreaks in the Workplace

Placer County is experiencing a sharp rise in confirmed cases of COVID-19; cases have increased about 60% over the last two weeks. Along with the increase in overall cases, we have seen several outbreaks in workplaces. This memo is intended to help employers prepare for and respond to COVID-19 outbreaks in their business. In the event of an outbreak (more than one case) in a workplace, Placer County Public Health will work closely with management to respond to the outbreak.

When only a single case is present in a workplace, it is reasonable to test only those who were in close contact with the infected individual. A close contact is anyone who spent 15 minutes or more within 6 feet of an individual with COVID-19 during their infectious period. The infectious period begins 48 hours before someone develops symptoms (or has a positive specimen collected, in the case of those who are infected but don't have symptoms). However, when more than one case is identified in a workplace, an outbreak exists and all employees should be tested. It is the employer's responsibility to ensure all employees are offered and provided testing.

To minimize the likelihood of a workplace outbreak, screening of all employees is required before their shift begins. Temperatures can be taken at the workplace or employees can take temperatures at home. We highly recommend asking employees to sign a form upon their arrival each day attesting to not having symptoms.

In the event of an outbreak, Public Health will request a list of confirmed COVID-19 positive employees, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.

If an employee requires hospitalization or dies from COVID-19, the employer must report this serious illness or death to the Sacramento Cal/OSHA district office immediately by calling 916-263-2800.

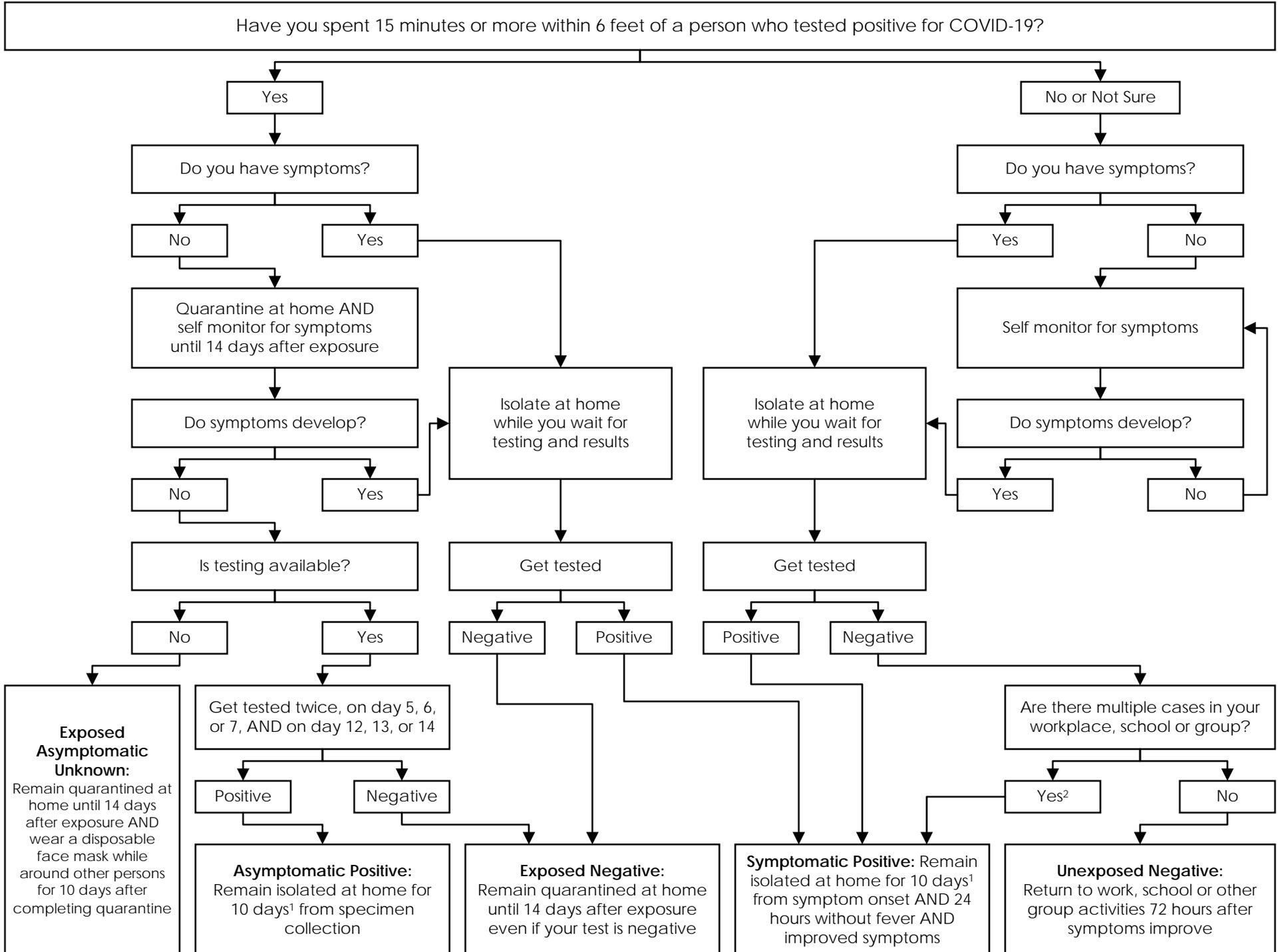
Attached to this memo, you will find several resources that you may find useful in an outbreak situation. These include:

- A flowchart to help with testing decisions
- A contact tracing worksheet for employers
- Isolation instructions for employees who test positive and/or have symptoms of COVID-19 (English and Spanish)
- Quarantine instructions for employees who have been exposed to someone with COVID-19 (English and Spanish)
- A list of COVID-19 testing locations in Placer and nearby counties
- A playbook from the California Department of Public Health regarding outbreaks in workplaces
- A form employers can use for employee symptom screening each day
- A list of behavioral health resources.

If you have an outbreak in your workplace, please contact Placer County Public Health at 530-886-5310 and select option 1, or email placerCD-IZ@placer.ca.gov to connect with a member of our COVID-19 response team.

A handwritten signature in blue ink, appearing to read "Aimee Sisson".

Aimee Sisson, MD, MPH
Health Officer and Public Health Director
Placer County
Health and Human Services Department



¹ Remain isolated at home for 14 days if you are immunocompromised or work with vulnerable populations.

² Your test is likely a false negative; follow the instructions for a symptomatic positive.

Symptoms

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

The more symptoms, the higher the likelihood of COVID, but any single symptom could indicate COVID.

Get Tested at

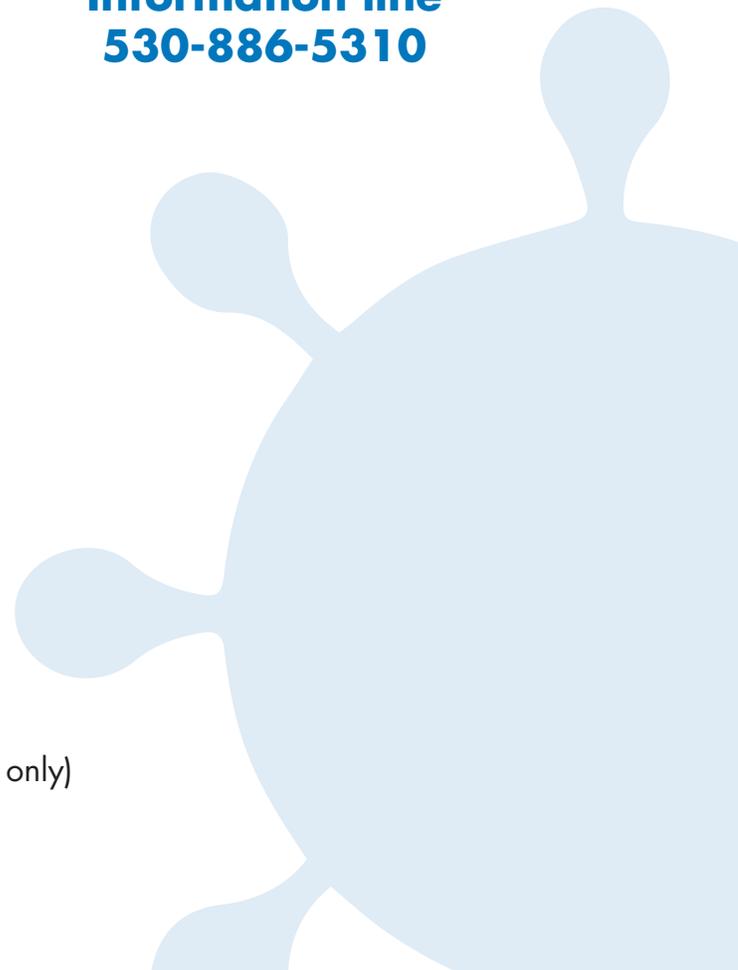
- Your health care provider
- Urgent care/express care clinics
- OptumServe
lhi.care/covidtesting or
1-888-634-1123 (if no internet access)
- Cal Expo
www.projectbaseline.com/study/covid-19
- Home collection kits
- Emergency department (for emergency medical care only)

What is the difference between isolation and quarantine?

Isolation: No contact with anyone else in the household. Only use own bedroom and bathroom. This is for people with symptoms and/or infection.

Quarantine: Stay home and do not go out into public places. This is for people exposed to someone with COVID-19.

Information line
530-886-5310



Visit www.placer.ca.gov/coronavirus for:

- Frequently asked questions
- News
- Cases in Placer
- State, local, and federal Guidance
- Travel notices
- Information for healthcare professionals
- Community resources

Placer County COVID-19 Contact Tracing Worksheet for Employers

Step 1: Determine when the COVID-positive employee’s infectious period began.

1A. Date employee developed symptoms (or date employee was tested if no symptoms): 1A _____

1B. Subtract 2 days from 1A. This is the start of the infectious period: 1B _____

1C. Add 10 days from 1A. This is the earliest possible end of the infectious period: 1C _____

1D. Is the date on 1C later than today’s date?

- If yes, use today’s date for the end of the infectious period for workplace tracing: 1D _____
- If no, the employee has likely recovered already. Use the date on 1C for the end of the infectious period for workplace tracing: 1D _____

1E. Enter the start and end dates of the **employee’s infectious period for workplace tracing** here:

1E _____ - _____
From 1B From 1D

Step 2: Determine if the COVID-positive employee worked during their infectious period.

A. Has the employee worked since the date identified on 1B?

- If yes, proceed to Step 3.
- If no, you are done; nobody in the workplace was exposed. Make sure the COVID-positive employee stays home until at least 10 days have passed since their symptoms started AND 24 hours have passed since any fever went away without medication AND their symptoms are improving. This should not be any earlier than the date on 1C, and could be later depending on the employee’s symptoms. A negative test is not needed for the employee to return to work.

Step 3: Determine who was a close contact of the COVID-positive employee during their infectious period.

A. Identify all employees who were within 6 feet of the positive employee for at least 15 minutes during the time interval on 1E. Write their names; home address; phone numbers; and last date of contact with the case below. (For tracing purposes, it does not matter whether the positive employee or the exposed employee was wearing a cloth face covering during their interaction. However, if the positive employee was a health care provider or first responder, you should consider whether proper source control¹ was worn by the positive employee and proper PPE² was worn by the exposed employee.)

¹ Proper source control is a medical-grade facemask or N95 respirator without a valve.
² Proper PPE is a medical-grade facemask or N95 respirator and eye protection (goggles or face shield).

Placer County COVID-19 Contact Tracing Worksheet for Employers

- B. Identify all clients/customers who were within 6 feet of the positive employee for at least 15 minutes during the time interval on 1E. Write their names; home address; phone numbers; and last date of contact with the case below. (For tracing purposes, it does not matter whether the positive employee or the exposed employee was wearing a cloth face covering during their interaction. However, if the positive employee was a health care provider or first responder, you should consider whether proper source control³ was worn by the positive employee.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Step 4: Send exposed employees home.

- A. All employees listed in Step 3A have been exposed and need to quarantine at home for 14 days after their exposure. They should get tested during their quarantine period if testing is available, even if they feel fine. Getting a negative test during the quarantine period does not mean they can return to work. They must wait the full 14 days to return, even with a negative test. If testing is not available, exposed employees can return to work after 14 days of quarantine without a negative test result but they must wear a disposable medical facemask at all times in the workplace for 10 days.

Step 5: Notify exposed clients/customers.

- A. Call exposed clients to notify them of their exposure. These clients also need to quarantine for 14 days after their exposure.

Step 6: Send this completed worksheet to Placer County Public Health at PHNurses@placer.ca.gov. If you have any additional questions, please call (530) 886-5310, press 1.

³ Proper source control is a medical-grade facemask or N95 respirator without a valve.

Guidance: POSITIVE/CONFIRMED CORONAVIRUS DISEASE (COVID-19)

If you have been diagnosed with COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

- 1) If you live alone, stay home and isolated from others. If you live with other people, isolate yourself and stay in a specific room and away from other people in your home. Use a separate bathroom, if available.

You should restrict contact with pets and other animals while sick. When possible, have another member of your household care for your animals while you are sick; if you must care for your pet, wash your hands before and after you interact with pets and wear a facemask, if possible.

- 2) Other people in your home should remain in the home and check their symptoms daily for 14 days past your first day of isolation.
- 3) Remain isolated and at home except to get medical care
- 4) Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

- 5) Wear a facemask

You should wear a facemask, if possible, before you enter a healthcare provider's office.

- 6) Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately clean your hands as described below.

- 7) Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are preferred if hands

are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

8) Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water and dried before use by others.

9) Clean all “high-touch” surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

10) Monitor your symptoms

Call your provider if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have COVID-19. If possible, put on a facemask before emergency medical services arrive.

Home isolation support

If you do not have outside support and will require supportive services while you are on isolation, please visit LoveOurCity.com or call 2-1-1. If you need mental health support, please see behavioral health handout.

Discontinuing home isolation

For individuals with symptoms who are confirmed cases of COVID-19 and are directed to care for themselves at home, may start the process to discontinue home isolation under the following conditions:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); **AND**,
- At least 10 days have passed since symptoms first appeared. For individuals who were admitted to a hospital for COVID-19, at least 20 days have passed since first symptoms appear.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may start the process to discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Placer County does not recommend retesting for COVID-19 to determine clearance.

Additional information

Additional information for you, your household members, and caregivers is available at:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/caring-for-yourself-at-home.html>

Orientación: ENFERMEDAD CORONAVIRUS (COVID-19) POSITIVA/CONFIRMADA

Si le diagnosticaron COVID-19, siga los pasos a continuación para ayudar a prevenir que la enfermedad se propague a las personas en su hogar y comunidad.

- 1) Si vive solo, quédese en casa y aislado de los demás. Si vive con otras personas, aislarse en una habitación específica y lejos de otras personas en su hogar. Use un baño separado, si está disponible.

Debe restringir el contacto con mascotas y otros animales mientras esté enfermo. Cuando sea posible, deje que otro miembro de su hogar cuide a sus animales mientras esté enfermo; Si usted tiene que cuidar a su mascota, lávese las manos antes y después de interactuar con ellas y, si es posible, use una máscara facial.

- 2) Otras personas en su hogar deben permanecer en el hogar y observar sus síntomas diariamente durante los 14 días después de su primer día de aislamiento.

- 3) Permanezca aislado y en casa, excepto para recibir atención médica

- 4) Llame antes de visitar a su médico

Si tiene una cita médica, llame al proveedor de atención médica y dígame que usted tiene COVID-19. Esto ayudará a que el consultorio del proveedor de atención médica tome medidas para evitar que otras personas se infecten o se expongan.

- 5) Use una mascarilla

Debe usar una máscara facial, si es posible, antes de ingresar al consultorio de un proveedor de atención médica.

- 6) Cubra sus toses y estornudos

Cubra su boca y nariz con un pañuelo cuando tosa o estornude. Tire los pañuelos usados en un bote de basura forrado; Limpie inmediatamente sus manos como se describe a continuación. 7) Lávese las manos con frecuencia

Lávese las manos con frecuencia con agua y jabón durante al menos 20 segundos. Si no hay agua y jabón disponibles, lávese las manos con un desinfectante para manos a base de alcohol que contenga al menos 60% de alcohol, cubra todas las superficies de las manos y frótelas hasta que se sientan secas. Se prefiere el agua y el jabón si las manos están visiblemente sucias. Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.

8) Evite compartir artículos personales del hogar.

No debe compartir platos, vasos, utensilios para comer, toallas o ropa de cama con otras personas o mascotas en su hogar. Después de usar estos artículos, deben lavarse bien con agua y jabón y secarse antes de que otros los usen.

9) Limpie todas las superficies de "alto contacto" todos los días

Las superficies de alto contacto incluyen mostradores, mesas, perillas de las puertas, accesorios de baño, inodoros, teléfonos, teclados, tabletas y mesitas de noche. Además, limpie cualquier superficie que pueda tener sangre, heces o líquidos corporales. Use un aerosol o toallita de limpieza doméstica, de acuerdo con las instrucciones de la etiqueta. Las etiquetas contienen instrucciones para el uso seguro y efectivo del producto de limpieza, incluidas las precauciones que debe tomar al aplicar el producto, como usar guantes y asegurarse de tener una buena ventilación durante el uso del producto.

10) Observa sus síntomas

Llame a su proveedor si su enfermedad está empeorando (por ejemplo, dificultad para respirar o falta de aliento). Antes de buscar atención, llame a su proveedor de atención médica y dígame que usted tiene COVID-19. Póngase una máscara facial antes de ingresar al centro médico. Estos pasos ayudarán al consultorio del proveedor de atención médica a evitar que otras personas en el consultorio o la sala de espera se infecten o se expongan.

Si usted tiene una emergencia médica y necesita llamar al 911, notifique al personal de despacho que tiene COVID-19. Si es posible, póngase una mascarilla antes de que lleguen los servicios médicos de emergencia.

Apoyo de aislamiento en el hogar

Si no tiene soporte externo y requerirá servicios de apoyo mientras está en

aislamiento, visite LoveOurCity.com o llame al 2-1-1. Si tiene alguna necesidad única o Si tiene más preguntas, llame al (530) 886-1874. Si necesita apoyo de salud mental, por favor ver folleto de salud del comportamiento.

Discontinuar el aislamiento del hogar

Para las personas con síntomas que son casos confirmados de COVID-19 y se les indica que se cuiden en el hogar, pueden comenzar el proceso para interrumpir el aislamiento en el hogar en las siguientes condiciones:

- Han transcurrido al menos 24 horas desde la recuperación definida como la resolución de la fiebre sin el uso de medicamentos para reducir la fiebre y la mejora de los síntomas respiratorios (por ejemplo, tos, falta de aliento); Y,
- Han transcurrido al menos 10 días desde la primera aparición de los síntomas. Para las personas que ingresaron en un hospital por COVID-19, han transcurrido al menos 20 días desde que aparecen los primeros síntomas.

Las personas con COVID-19 confirmado por laboratorio que no han tenido ningún síntoma pueden comenzar el proceso para interrumpir el aislamiento en el hogar cuando hayan transcurrido al menos 10 días desde la fecha de su primera prueba de diagnóstico COVID-19 positiva y no hayan tenido una enfermedad posterior.

El condado de Placer no recomienda volver a realizar la prueba para COVID-19 para determinar la autorización.

Información Adicional

Información adicional para usted, los miembros de su hogar y cuidadores está disponible en:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/caring-for-yourself-at-home.html>

Guidance: CONTACT to person with coronavirus disease (COVID-19)

If you have been exposed to someone with laboratory-confirmed COVID-19, follow the steps below to monitor your health and avoid spreading the disease to others if you get sick.

What is coronavirus disease 2019 (COVID-19)?

COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. The most common symptoms of the disease are fever, cough, and shortness of breath. Most people with COVID-19 will have mild disease but some people will get sicker and may need to be hospitalized.

How do I know if I was exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19 for about 15 minutes, OR
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

What should I do if I was in close contact with someone with COVID-19 while they were ill, but I am not sick?

You will need to remain inside your home for 14 days under quarantine and not go out into public places. You should not have friends or family, who do not live in your household, to visit while on quarantine. You should monitor your health for fever, cough, and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.

What should I do if I was in close contact with someone with COVID-19 and get sick?

If you get sick with fever, cough, or shortness of breath (even if your symptoms are very mild), you may have COVID-19. You should immediately isolate yourself at home and away from other people. If you have any of the following conditions that may increase

your risk for a serious infection – age 60 years or older, are pregnant, or have medical conditions – contact your physician's office and tell them that you were exposed to someone with COVID-19. They may want to monitor your health more closely or test you for COVID-19.

If you do not have a high-risk condition but want medical advice, call your healthcare provider, and tell them you were exposed to someone with COVID-19. Your healthcare provider can help you decide if you need to be evaluated in person or tested. There are currently no medications to treat COVID-19. If you have a medical emergency and need to call 911, notify the dispatch personnel that you may have been exposed to COVID-19. If possible, put on a facemask before emergency medical services arrive or immediately after they arrive.

Recommended Testing

For all close contacts, we strongly recommend COVID-19 testing 5 days (or as soon as contacted if later) AND 12 days past last exposure to a positive COVID-19 case. Testing involves a simple swab of the nostril. Testing may be completed through your primary care physician or a testing location:

Optum Serve

Lhi.care\covidtesting or call 1-888-634-1123

- Rocklin
- Grass Valley
- Truckee

Project Baseline by Verily

<https://www.projectbaseline.com/study/covid-19/>

- Sacramento

Discontinuing Home Quarantine

If you remain symptom-free for 14 days AND test negative twice for COVID-19 at day 5 and day 12 after the last day of close contact with a positive COVID-19 case, you can discontinue home quarantine. If you only test negative once and it is during your second half of quarantine, you can discontinue home quarantine.

If you only test negative once and it is during your first half of quarantine OR you do not get tested during quarantine and remain symptom-free, you must wear a disposable face mask while around other persons for 10 days after quarantine.

Home Quarantine Support

If you do not have outside support and will require supportive services while you are on quarantine, please visit LoveOurCity.com and/or call 2-1-1.

Thank you for your cooperation.

Orientación: CONTACTO con una persona con enfermedad por coronavirus (COVID-19)

Si ha estado expuesto a alguien con COVID-19 confirmado por laboratorio, siga los pasos a continuación para controlar su salud y evitar contagiar a otros si se enferma.

¿Qué es la enfermedad por coronavirus 2019 (COVID-19)?

COVID-19 es una enfermedad respiratoria causada por un nuevo virus llamado SARS-CoV-2. Los síntomas más comunes de la enfermedad son fiebre, tos y dificultad para respirar. La mayoría de las personas con COVID-19 tendrán una enfermedad leve, pero algunas personas se enfermarán y es posible que necesiten hospitalización.

¿Cómo sé si estuve expuesto?

Por lo general, debe estar en contacto cercano con una persona enferma para infectarse. El contacto cercano incluye:

- Viviendo en la misma casa con una persona enferma con COVID-19,
- Cuidar a una persona enferma con COVID-19,
- Estar a menos de 6 pies de una persona enferma con COVID-19 durante aproximadamente 15 minutos, o
- Estar en contacto directo con las secreciones de una persona enferma con COVID-19 (por ejemplo, toser, besarse, compartir utensilios, etc.).

¿Qué debo hacer si estuve en contacto cercano con alguien con COVID-19 mientras estaba enfermo, pero no estoy enfermo?

Debe permanecer en su hogar durante 14 días en cuarentena y no salir a lugares públicos. Debe vigilar su salud en busca de fiebre, tos y falta de aliento durante los 14 días posteriores al último día que tuvo contacto cercano con la persona enferma con COVID-19.

¿Qué debo hacer si estuve en contacto cercano con alguien con COVID-19 y me enfermé?

Si se enferma con fiebre, tos o falta de aire (incluso si sus síntomas son muy leves), es posible que tenga COVID-19. Debe aislarse de inmediato en casa y lejos de otras

personas. Si tiene alguna de las siguientes condiciones que pueden aumentar su riesgo de una infección grave (de 60 años o más, está embarazada o tiene condiciones médicas), contacte al consultorio de su médico y dígame que estuvo expuesto a alguien con COVID-19. Es posible que quieran observar su salud más de cerca o examinarlo para detectar COVID-19.

Si no tienes una condición de alto riesgo, pero quiere consejo médico, llame a su proveedor de atención médica y dígame que ha estado expuesto a alguien con COVID-19. Su proveedor de atención médica puede ayudarlo a decidir si necesita ser evaluado en persona o ser probado. Actualmente no hay medicamentos para el tratamiento de COVID-19. Si tiene una emergencia médica y necesita llamar al 9-1-1, notifique al personal de despacho que puede haber estado expuesto a COVID-19. Si es posible, póngase una máscara antes de que lleguen los servicios médicos de emergencia o inmediatamente después de que lleguen.

Pruebas recomendadas

Para todos los contactos cercanos, recomendamos la prueba COVID-19 5 días (o tan pronto como nos contactemos si es más tarde) Y 12 días después de la última exposición a un caso COVID-19 positivo. Las pruebas implican un simple hisopo de la nariz. Las pruebas se pueden completar a través de su médico de atención primaria o un lugar de prueba:

[Optum Serve](#)

[Lhi.care/covidtesting](#) o llame al 1-888-634-1123

- Rocklin
- Grass Valley
- Truckee

[Project Baseline by Verily](#)

<https://www.projectbaseline.com/study/covid-19/>

- Sacramento

Descontinuar la cuarentena domiciliaria

Si permanece sin síntomas durante 14 días y su resultado es negativo dos veces para COVID 19 en el día 5 y el día 12 después del último día de contacto cercano con un

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caso positivo de COVID-19, puede suspender la cuarentena domiciliaria. Si su resultado es negativo una vez es durante la segunda mitad de la cuarentena, puede suspender la cuarentena domiciliaria.

Si solo obtiene un resultado negativo una vez y es durante la primera de la cuarentena o si no se hace la prueba durante la cuarentena y permanece sin síntomas, debe usar una mascarilla desechable cuando esté cerca de otras personas durante 10 días después de la cuarentena.

Soporte de cuarentena domiciliaria

Si no tiene asistencia externa y requerirá servicios de apoyo mientras está en cuarentena, visite [LoveOurCity.com](https://www.loveourcity.com) o llame al 2-1-1.

¡Gracias por su cooperación!

COVID-19 Testing Locations in or near Placer County

Close contacts (within 6 feet for 15 minutes or longer) of a confirmed case of COVID-19 should be tested even if they don't have any symptoms. Contacts should be tested 5-7 days after their exposure and again 12-14 days after their exposure (if the first test was negative).

If only a few employees at a workplace require testing, they can seek testing through their regular health care provider or at one of the following nearby locations:

OptumServe

By appointment only. Visit lhi.care/covidtesting or call 1-888-634-1123

- Rocklin
- Grass Valley
- Truckee

Project Baseline by Verily

By appointment only. Visit <https://www.projectbaseline.com/study/covid-19/>

- Sacramento (CalExpo)

CVS

By appointment only. Visit <https://cvshealth.com/covid-19/testing-locations>

- Fair Oaks
- Sacramento

If many individuals require testing, contact Placer County Public Health (530-886-5310 or placerCD-IZ@placer.ca.gov) to discuss options for on-site testing.



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

June 16, 2020

TO: Local Health Departments

SUBJECT: Responding to COVID-19 in the Workplace

This guidance was released on June 16, 2020 and revised on September 11 to:

1. require all employers to notify local health departments when they meet the reporting threshold of three or more cases of COVID-19 in their workplace within a two-week period.
2. align return to work criteria with updated guidance from CDC on release from isolation, issued on July 17, 2020.
3. provide employers information on how COVID-19 exposure or infection in the workplace may impact operations.

Responding to COVID-19 in the Workplace

This checklist is intended for use by [local health department \(LHD\)](#) assisting employers in their jurisdictions who have identified cases of COVID-19 at the workplace. In non-healthcare or non-residential congregate setting workplaces, an employer must use the **reporting threshold** of three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a two-week period to notify the LHD. While CDPH also defines a workplace **outbreak** as three or more cases identified within two weeks in individuals of different households, LHDs may use epidemiological tracing methods to determine if the cases in a workplace constitute an outbreak, and LHDs may set other criteria for more detailed outbreak investigation. LHDs should report workplace outbreaks to CDPH via CalREDIE or their usual reporting mechanism. As outbreak circumstances and work practices vary, LHDs may need to tailor their recommendations to meet the specific needs of the workplace.

This guidance is not intended for use in managing or preventing outbreaks in healthcare, congregate living settings, or other workplaces where the California Aerosol Transmissible Diseases (ATD) standard (title 8 section 5199) applies.

LHDs and employers should also consult:

- CDC guidance for [businesses](#) and [small businesses](#) for information on preventing outbreaks;
- Cal/OSHA guidance to ensure that they are complying with legal requirements for worker protection; and
- the California statewide industry-specific guidance to reduce risk during and after reopening of businesses.

See Resources section at end of document for links.

For further assistance with COVID-19 outbreaks in workplaces, LHDs may seek consultation from the California Department of Public Health, Occupational Health Branch, by emailing novelvirus@cdph.ca.gov or calling the reporting hotline at 510-255-8922 and specifying a request for workplace outbreak assistance.

1. Local health departments should prepare for identification of COVID-19 cases at workplaces in their jurisdiction.

- Identify a point-of-contact at the LHD to receive communications from employers about COVID-19 cases among workers.
 - An **outbreak** at a non-healthcare or non-residential congregate setting workplace is three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a two-week period.
 - This outbreak definition aligns with the reporting threshold that employers must use to notify the LHD. The LHD may determine that the case reports from the workplace do not constitute an outbreak with epidemiological links among cases.
- LHDs will be notified of residents in their jurisdiction who are employed in a workplace with three or more cases, even if that workplace is within a different LHD's jurisdiction.
 - If an LHD is notified that a resident of their jurisdiction is a case in a workplace outside of their jurisdiction, the LHD should notify the LHD where the workplace is located of the case.
 - Typically, the LHD in the jurisdiction where the workplace is located manages the outbreak investigation, but that LHD relies on other LHDs sharing information on their residents who are employed in that workplace.

2. Local health departments should determine how information will be shared with partners.

- Confirm with local health jurisdictions who have residents working in the facility which LHD will be responsible for coordinating the outbreak effort (typically the jurisdiction where the facility is located).
- Form an agreement with jurisdictions about how information on new cases will be shared for the investigation and documented in CalREDIE (reported to CDPH).
- If workers in a facility are unionized, identify an appropriate union contact or worker representative for the LHD and employer. Additionally, clarify the role of the union in the investigation and in communication with workers. If workers in a facility are not unionized, ask the employer to identify a worker representative to serve as a contact for the LHD and employer.
- Confirm the presence of contract or temporary workers in the facility and how communication and instructions will be communicated to these individuals and their employers.
- LHD should request that employers share information (worker roster, positive case reports, etc.) that is vital to understand and control the outbreak and should establish an agreement with the employer about the manner and frequency of providing this information.
- In addition to local laws and ordinances, it is recommended LHDs consider the following authorities when deciding if and how information can be shared between the LHD and employer or between LHDs:
 - Health and Safety Code sections 120175, 120175.5, 120185, 120190, 120195, and 120205.
 - Health and Safety Code sections 120275 through 120300 address violations of public health laws.
 - If applicable (HIPAA-covered entities), Title 45 of the Code of Federal Regulation section 164.512; and
 - Title 17 of the California Code of Regulations sections 2500, 2501, and 2505.
- Each workplace is unique and operates under a variety of laws that govern information and protocols to be followed. LHDs should coordinate with their own personnel departments, legal departments, and labor unions (if applicable) to appropriately adjust this general advice to a particular industry.

3. Understand requirements for reporting worker cases to Cal/OSHA.

- Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer



- Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately but not longer than 8 hours after the employer knows. For COVID-19, this includes inpatient hospitalizations and deaths among workers.
- Employers must report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
- Cal/OSHA prefers calls by phone but will also accept email reports (caloshaaccidentreport@tel-us.com). Details on [reporting](#), contact information for district offices, and the Title 8 section 342 requirement are available online.

4. Identify additional worker cases and close contacts of cases to control further spread in the workplace.

- Testing all workers in a workplace should be the first strategy considered for identification of additional cases. Testing may be done at a single point in time or at repeated intervals.
 - LHDs should provide guidance on developing a testing strategy, including how testing can be arranged, and how to prioritize testing of workers. Examples of strategies may include testing close contacts of laboratory-confirmed cases first; prioritizing workers in parts of the workplace with higher case counts; or, if testing capacity is limited, sample **pooled testing**, also known as "group testing," should be conducted to obtain critical information about the extent of infection with fewer testing resources.
 - LHDs may also be able to help facilitate testing options, if needed. Employers should offer on-site COVID-19 testing of workers or otherwise arrange for testing through the company's occupational or general medical services provider. The employer is responsible for ensuring all workers are offered and provided testing. Employers should also provide information to workers who may prefer to contact their personal medical provider or visit a [CA Coronavirus Testing Task Force site](#) for testing.
- When testing all workers is not available or not recommended by the LHD, consider alternative methods for controlling the outbreak, including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine, conducting **sample pooling** (group testing), or temporarily closing the workplace and quarantining all workers.
- Conduct contact tracing and quarantining of close contacts of confirmed cases in the workplace.
 - LHD should request information from the employer on the confirmed COVID-19 case workers in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.
 - Establish if the employer, LHD, or both will conduct interviews of the cases to determine their close contacts.
 - Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the worker with COVID-19. Close contacts should be tested for COVID-19 when possible.
 - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
 - Interview workers with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other workers with whom they had close contact during their infectious period.
 - Use employment records to verify shifts worked during the infectious period and other workers who may have worked closely with them during that time period.
 - While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., subjective or measured fever ($\geq 100.4^{\circ}\text{F}$ or 38°C), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea).

5. Consider whether to temporarily suspend operations due to COVID-19 infection in the workplace.

- Businesses may elect to voluntarily suspend operations when a case of COVID-19, exposure to COVID-19, or an outbreak has occurred in the workplace. This would allow investigation of the exposure and thorough cleaning and disinfection. Businesses may elect to do this if the exposure is in a worker, customer, or visitor of the workplace. Businesses may seek guidance from the LHD if this is an appropriate measure for their workplace.
- The LHD in the jurisdiction where the workplace is located has the authority to close business operations while an exposure is being investigated or an outbreak is being managed.
- Criteria for making a determination for closure may include the size of the workforce, the number or percentage of the workforce impacted, the vulnerability of consumers who visit the business to severe COVID-19 infection, or many other local factors, including the epidemiology of disease spread in the community at large.
- LHDs may vary in their specific requirements for workplace outbreak investigations, reporting, and suspension of operations.

6. Notification and instruction to workers.

- LHD should emphasize the need to maintain confidentiality of workers with suspected or confirmed COVID-19 infection when communicating with other workers.
- LHD should instruct the employer to notify all workers who were potentially exposed to the workers with COVID-19. Employers should provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with **high-risk medical conditions** (e.g., immune compromise or pregnancy).
- Close contacts of cases should be given instructions on home quarantine, symptom monitoring, and COVID-19 testing. Employers should provide any workers who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).
- In some outbreaks, but not all, workers who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The LHD will make this determination based on strategies being used to control the outbreak and identify new cases (e.g., if mass testing is implemented in the workplace, some workers who were not close contacts to confirmed cases may still be off work while awaiting test results or if the workplace is closed due to the outbreak).

7. Determine when it is appropriate for cases and contacts of cases to return to work.

- Consult most recent CDC guidance for when a confirmed case may be released from home isolation and return to work. This applies both to workers who experienced symptoms of COVID-19 and workers who tested positive for COVID-19 but never had symptoms. The table below is updated per CDC guidance and CDPH Occupational Health Branch recommendations.

	Minimum Criteria for Return to Work <i>(As of August 7, 2020)</i>	CDC Reference Page <i>(The most recent CDC guidance should be consulted prior to allowing the employee to return to work)</i>
Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19	At least 10 days have passed <i>since symptoms first appeared</i> ; and at least 24 hours have passed <i>since last fever</i> without the use of fever-reducing medications; and symptoms (e.g., cough, shortness of breath) have improved.	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization • For employee cases who required hospitalization
Asymptomatic Positive Workers who never had symptoms and are laboratory confirmed to have COVID-19	A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization
Symptomatic Negative Workers who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory confirmed cases.	



<p>Asymptomatic Negative</p> <p>Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Workers 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. The LHD may consider allowing earlier return to work only for a worker in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.*</p>	
<p>Symptomatic Untested</p> <p>Workers who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>	
<p>Asymptomatic Untested</p> <p>Workers who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Workers should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing a worker who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.*</p> <p>Workers 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>	<ul style="list-style-type: none"> • For employee cases who did not require hospitalization • Critical workers implementing safety practices

- * Critical infrastructure workplace outbreak
 - asymptomatic negative workers
 - workers who were close contacts to confirmed cases
- Where 14-day quarantine would compromise essential operations, the LHD may determine that some workers in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and worker:
 - The worker is able to wear a surgical mask throughout the workday, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
 - The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
 - Pre-screening to assess worker temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
 - Worker is able to self-monitor for temperature and symptoms at home and work.
 - Worker is able to maintain a minimum of six feet of distance from other workers in the workplace.
 - Physical barriers are in place between fixed work locations to supplement distancing.
 - Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.
- LHDs should clarify to employers that testing reflects a worker's status at a single point in time only. If a worker tests negative, they may still develop COVID-19 infection from a recent or subsequent exposure and should be instructed to quarantine at home if that occurs. Testing may be needed at repeated intervals to capture all positive cases, especially if an outbreak is ongoing.
- Multiple LHDs with residents employed in a single workplace experiencing an outbreak should coordinate release from isolation recommendations with each other and the employer to ensure a standard approach.

8. Ensure that employers are taking appropriate steps to reduce ongoing transmission in the workplace, including appropriate infection control and physical distancing measures. Additional detail on recommended measures, both in general and by industry, are available in the Additional Resources section at the end. General principles include:

- Work areas of infected workers should not be entered by workers until they have been cleaned and disinfected with products approved by the EPA for COVID-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required and recommended PPE.
- Modifying work processes to maximize physical distancing between workers. Six feet distance is a minimum and does not prevent all transmission of SARS-CoV-2.
- Enhanced cleaning and disinfection of work areas.
- Supporting respiratory and hand hygiene for workers.
- Screening workers for illness, through symptom screening and/or temperature checks, periodic testing for SARS-CoV-2, or similar strategies.
- Providing workers with adequate sick leave to allow them to stay home from work if symptomatic and ensuring that workers are aware of such policies.
 - California has [additional services](#) for workers, including [supplemental paid sick leave](#) for food sector workers at companies with 500 or more workers nationwide. Covered employers must provide notice to their workers of this benefit.
 - The [Families First Coronavirus Response Act](#) requires certain employers to provide workers with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
 - Some cities and counties require employers to provide sick leave benefits to workers.
- Communication with workers regarding the importance of staying home when sick, physical (social) distancing at home, outside the home, and at work, appropriate hand and respiratory hygiene, etc.
- Recommend that employers regularly check for and follow new and updated guidance on their specific industry from the following sources:
 - Governor's Office Resilience Roadmap
 - [Guidance for multiple industries.](#)
 - Cal/OSHA
 - [General Industry guidance.](#)
 - [Guidance for specific industries.](#)
 - CDC
 - [Landing page for workplaces.](#)
 - [Landing page for industry specific worker safety guidelines.](#)

Additional Resources

CDC guidance



- For employers
- For office buildings
- For childcare, schools, and youth programs
- Worker safety and support for a variety of industries: Worker Safety and Support For small businesses
- For meat and poultry processing employers
- Grocery and Food Retail
- Transportation and Delivery
- Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors
- Communities, Schools, Workplaces, and Events - Guidance for Where You Live, Work, Learn, Pray, and Play
- First Responders and Law Enforcement

Cal/OSHA guidance

- For general industry
- For agricultural employers (PDF)
- For childcare programs (PDF)
- For construction (PDF)
- For grocery stores (PDF)
- For logistics employers (PDF)
- For mortuaries and funeral homes (PDF)
- Interim Guidance on COVID-19 for Health Care Facilities: Severe Respirator Supply Shortage (PDF)

Governor's Office Resilience Roadmap guidance and employer checklists

- Multiple Industries

California Department of Public Health
 PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
 Department Website (cdph.ca.gov)



Page Last Updated : September 15, 2020



California Governor
Gavin Newsom
 Visit Governor's Website

CDPH Welcome Message

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 Your Actions Save Lives
COVID-19 UPDATES

PO Box 997377
 MS 0500
 Sacramento, CA
 95899-7377

For General Public Information:
 (916) 558-1784

COVID 19 Information Line:
 1-833-4CA4ALL
 (1-833-422-4255)

- Jobs/Careers
- Privacy Policy
- Use Policy
- Web Accessibility Certification
- Sitemap
- Feedback
- Download pdf viewer

Useful Links

- State Agency Directory
- CA Health & Human Services
- Centers for Disease Control and Prevention



California Department of Public Health



COVID-19 Employer Playbook

Supporting a Safer
Environment for Workers
and Customers

July 28, 2020

covid19.ca.gov

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Your Actions
Save Lives



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Updates as of July 28, 2020

The COVID-19 Employer Playbook was revised on July 28, 2020 to require employers to contact the local health department in any jurisdiction where a COVID-19 employee resides when there is an outbreak in a workplace. An outbreak is defined as three or more laboratory-confirmed cases of COVID-19 within a two-week period among employees who live in different households. Additionally, this update aligns the minimum criteria for return to work with CDC guidance. A new table was added for employers who are considering whether to temporarily suspend operations due to a COVID-19 infection.

Overview

A safe re-opening requires compliance with both state and local public health guidance, and local guidance can come from your county and your city. It is not enough to be familiar with just one of these.

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health (CDPH) issued an order requiring most Californians to stay home to disrupt the spread of COVID-19 among the population.

On May 4, 2020, Governor Gavin Newsom issued an [Executive Order](#) that informed local health jurisdictions and industry sectors that they may gradually reopen under new modifications and guidance provided by the state per the May 7, 2020 [Public Health Order](#).

Local Health Officers may require stricter guidelines than those required by the state. Employers should review their County website or consult their county or [local health department \(LHD\)](#) to ensure they have the most up-to-date information about what is allowed within their jurisdiction.

The California [Resilience Roadmap](#) provides guidance on moving through stages of reopening different sectors after the statewide stay-at-home order:

1. Stage 1: Safety and preparedness
2. Stage 2: Lower-risk workplaces
3. Stage 3: Higher-risk workplaces
4. Stage 4: End of Stay Home Order

The information and guidance provided in each stage offers residents and businesses the tools for navigating the requirements to maintain position in the current stage and move into the next. Within Stage 2, retail, related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, child care, and business can open with modifications based on the readiness of their County. Additional guidance for specific industries and business sectors has been provided by the State to help employers navigate reopening their business (see **Appendix A: Resources**).

As California businesses begin their reopening, it is essential that all possible steps be taken to ensure the safety of workers and the public. In addition, it will be critical to have appropriate processes in place to identify new cases of illness in the workplace and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus. These efforts are essential to avoid further shutdowns.

Purpose

This Employer Playbook provides guidance for employers to help them plan and prepare for reopening their business and to support a safe, clean environment for workers and customers. The guidance and links in each section are provided to give employers the tools they need to open safely and mitigate risks associated with COVID-19. The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has also published interim safety and health guidance, [Cal/OSHA General Guidelines on Protecting Workers](#). CDC has additional information on their [guidance](#) for employers.

By following this Employer Playbook, employers will be able to do their part in reducing the risk and spread of COVID-19 in the workplace and ensure California businesses stay open.

How to Open Safely

Businesses and employers can prevent and slow the spread of COVID-19 and lower the impact within their workplace, creating a safer, low-risk environment for workers and customers alike. Business operation decisions should be based on both the level of disease transmission in the community and your readiness to protect the safety and health of your workers and customers.

Businesses and employers are encouraged to coordinate with state and local health officials to obtain timely and accurate information to inform appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies.

As an employer, if your business operations were interrupted, resuming normal or phased activities presents an opportunity to update your COVID-19 preparedness, response, and control plans. All employers must implement (and update as necessary) a plan that:

- Is specific to your workplace,
- Identifies all areas and job tasks with potential exposures to COVID-19,
- Includes control measures to eliminate or reduce such exposures,
- Maintains healthy business operations,
- Maintains a healthy work environment,
- Provides effective training for workers, and
- Encourages workers to give input into an effective workplace plan.

Talk with your workers about planned changes and seek their input. Additionally, collaborate with workers and unions to effectively communicate important COVID-19 information. All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in your workplace. The following sections of this Employer Playbook provide industry specific guidelines, checklists and case studies to guide employers and businesses on how to safely reopen and stay open.

INDUSTRY-SPECIFIC GUIDANCE AND CHECKLISTS

Before reopening, all facilities must:

1. Perform a detailed risk assessment and create a work site-specific COVID-19 prevention plan
2. Train workers on how to limit the spread of COVID-19. This includes how to screen themselves for symptoms and when to stay home
3. Set up individual control measures and screenings
4. Put disinfection protocols in place
5. Establish physical distancing guidelines
6. Establish universal face covering requirements (with allowed exceptions) in accordance with [CDPH guidelines](#). Additionally, refer to **Appendix A: Resources** for further guidance for employers and workers in enforcing mask requirements.

As California reopens, every business will need to create a safer environment for their workers and customers. CDPH and Cal/OSHA have issued state wide [Industry-Specific Guidance and Checklists](#) to help employers as they reopen their businesses. The guidance is designed to meet the needs of each industry sector but are also customizable to meet individual business needs.

The guidance conveys the topics to be covered in a worksite specific COVID-19 prevention plan that employers and managers will create to outline policies and procedures for their workers and customers to follow. Worksite-specific plans are critical in helping to prevent the spread of COVID-19 throughout the workplace. These plans will contain details and instructions such as how to communicate with the local health department (LHD) regarding COVID-19 outbreaks among workers, training and communication for workers and worker representatives, and what to do if there is an outbreak.

The guidance also contains topics for worker training that should be incorporated into the worksite specific plan. Effective training is critical to helping workers and worker representatives understand their role in preventing the spread of COVID-19. These topics include information on how to self-screen for COVID-19 symptoms at home, which underlying health conditions may

make individuals more susceptible to contracting the virus, and the importance of physical distancing, use of face coverings, and handwashing, both at work and off work time.

Along with training, the guidance includes instructions and recommendations for individual control measures. These measures are critical in ensuring workers, vendors, or others who are exhibiting symptoms of COVID-19 do not enter the workplace or establishment. Individual control measures include instructions for how to screen workers as well as how workers can screen themselves for symptoms.

The Industry-Specific Guidance and Checklists also provide employers with directions for effective cleaning and disinfecting protocols as well as physical distancing guidelines. Both of which are essential in slowing and preventing the spread of COVID-19. Implementing measures to properly clean and disinfect the workplace as well as maintaining proper physical distancing should be included in an employer's worksite specific plan.

The business sectors included in the industry-specific guidance and checklists include:

Agriculture & livestock	Hotels & lodging	Ports
Auto Dealerships	Life sciences	Professional sports (without live audiences)
Childcare	Limited services	Public transit & intercity passenger rail
Communications infrastructure	Logistics & warehousing Facilities	Real estate transaction
Construction	Manufacturing mining & logging	Retail
Day camps	Music, film & TV production	Schools
Delivery services	Office workspaces	Support for working families
Energy & utilities	Outdoor museums	Shopping centers
Family friendly practices for employers	Place of worship & cultural ceremonies	Take-out restaurants
Food packing		

For access to guidance on these individual business sectors, please reference **Appendix A: Resources** for the complete list of references.

If an employer is unsure if a specific activity is allowed, they may seek advice by emailing essentialservicesinquiries@cdph.ca.gov.

For the most up- to-date information, please see the state's COVID-19 website at <https://covid19.ca.gov/> and your local public health department website.

What to do if there is a Case of COVID-19 in the Workplace

MANAGING THE OUTBREAK AND RETURNING TO WORK

This [guidance](#) is **not** intended for use in managing or preventing outbreaks in healthcare, congregate living settings, or other workplaces where the California Aerosol Transmissible Diseases (ATD) standard applies.

Cal/OSHA has the following guidance for healthcare facilities:

- [Hazard Alert: COVID-19 PPE Availability](#)
- [Interim Guidance on Severe Respirator Supply Shortages](#)
- [Interim Guidance for Protecting Hospital Workers from Exposure to Coronavirus Disease \(COVID-19\)](#)
- [Interim Guidance for Protecting Workers at Skilled Nursing and Long-term Care Facilities](#)

If an employer discovers a worker who has tested positive for COVID-19 or a worker who has symptoms, they should make sure the worker does not remain at work, and the employer should work with their LHD to follow guidance about isolation or quarantine, possible testing, and when it is appropriate for the worker to return to work. Employers should support the need for workers to be able to be off work for the protection of others by flexible leave policies.

Employers should be proactive and keep in mind that identification of even a single positive case among workers may quickly develop into an outbreak. As outbreak circumstances and work practices vary, employers may need assistance from their [LHD](#) to plan and coordinate a response to the outbreak that meets the needs of the workplace.

In non-healthcare or non-residential congregate setting workplaces, an [outbreak](#) is three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period. As of July 28, 2020,

employers are required to report outbreaks to the LHD in the jurisdiction where the workplace is located and the LHDs of residence of employees with COVID-19.

Steps to respond to a positive case of COVID-19 or an outbreak should be included in the employer’s worksite specific plan. It is the responsibility of every employer to protect the health and wellbeing of their workers and knowing what to do in the event of an outbreak can help slow and stop the spread.

The guidance provides employers with the tools and steps to respond to an outbreak in the workplace including but not limited to:

- What workers should do if they are having symptoms
- The importance of communicating and coordinating with the LHD
- Understanding reporting requirements for reporting to Cal/OSHA
- Testing and Contact Tracing in the Workplace
- What a close contact is
- Confidentiality of workers
- [Cleaning and disinfecting workspaces](#)
- When it is appropriate to return to work
- Re-evaluating the workplace plan to prevent further outbreaks

Employers should also consult (see **Appendix A: Resources** for additional resources):

- CDC guidance for [businesses](#) and [small businesses](#) for information on preventing outbreaks; and
- The California statewide [industry-specific guidance](#) to reduce risk during and after reopening of businesses.

Outbreak Identification Preparedness

The following table provides actions employers must take to prepare for identification of COVID-19 outbreaks in their workplace.

Outbreak Identification Preparedness Actions	
	Designate a workplace infection prevention coordinator (to the extent one has not already been designated) to implement COVID-19 infection prevention procedures and to manage COVID-related issues among workers.
	Ensure that sick leave policies are sufficiently generous and flexible to enable workers who are sick to stay home without penalty and ensure that workers are aware of such policies. As applicable, employers should also make their workers aware of the following leave entitlements:

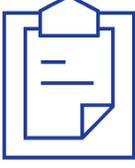
Outbreak Identification Preparedness Actions

	<ul style="list-style-type: none"> • Private employers with fewer than 500 workers. Through December 31, 2020, the federal Families First Coronavirus Response Act requires such employers to provide up to 80 hours of paid leave to workers for COVID-19-related reasons. Covered employers must provide notice to their workers of this benefit. More information on FFCRA paid leave benefits is available from the Wage and Hour Division of the U.S. Department of Labor. • Employers with 500 or more workers in the food sector. Executive Order N-51-20 requires certain employers to provide paid sick leave to food sector workers. Covered employers must provide notice to their workers of this benefit. More information on Food Sector Worker paid leave benefits is from the Labor Commissioner's Office. • Employees may be entitled to up to 12 weeks of job-protected leave under the California Family Rights Act for their own serious health condition, or to care for a spouse, parent, or dependent child with a serious health condition. Refer to the following FAQ for more information.
	<p>Instruct workers to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.</p>
	<p>Develop mechanisms for tracking suspected and confirmed cases among workers in coordination with your LHD.</p>
	<p>Identify contact information for the local health department in the jurisdiction where the workplace is located. Employers must notify the LHD if there is a known or suspected outbreak in the workplace. In non-healthcare or non-residential congregate setting workplaces, an outbreak is three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.</p>

Communication of Identified Cases of COVID-19

The following tables identify the considerations for employers in reporting cases to the LHD and communication with their workers.

Please note, the LHD in the jurisdiction where the workplace is located may have specific criteria for case reporting requirements. Employers must follow the specific instructions of their LHD, if available. See **Reporting COVID-19 Cases to Cal/OSHA** section for more information.

Considerations for Employers to Communicate Identified Cases of COVID-19 to LHD	
	LHDs regularly transmit and protect confidential health information. Securely sharing confidential information about workers with COVID-19 is critical for the LHD to provide comprehensive support to the employer and protect the health of the community.
	Workers in a workplace may live in counties/jurisdictions outside of where the workplace is located. When there is an outbreak in a workplace, employers must contact the LHD in any jurisdiction where a COVID-19 positive worker resides and let them know about the outbreak.
	Typically, the LHD in the jurisdiction where the workplace is located gives guidance to the employer on managing the outbreak.
	Communicate with the LHD on how frequently the LHD expects updates from the employer on newly identified cases and symptomatic workers in the workplace.
	Share a roster of all workers with the LHD in the jurisdiction where the workplace is located. <ul style="list-style-type: none"> An employer may be asked by the LHD to provide additional information on the workers, including job description, location, work schedule, city and county of residence, and other details that could help inform the investigation and determine which other workers in the workplace may be at risk of COVID-19 infection.

Considerations for Employers to Communicate Identified Cases of COVID-19 to Workers

	<p>Employers must make every effort to maintain the confidentiality of workers with suspected or confirmed COVID-19 infection when communicating with other workers. Employers should refer to the guidelines issued by DFEH and EEOC.</p>
	<p>Employers must notify all workers who were potentially exposed to the individuals with COVID-19. Employers should work collaboratively with workers to gain access to healthcare necessary to address the workers exposure, which may be especially important for those with high-risk medical conditions (e.g., immune compromise or pregnancy).</p>
	<p>Close contacts of cases should be given instructions on home quarantine and symptom monitoring, information regarding the closest COVID-19 testing sites, referral to their LHD.</p>
	<p>Provide any workers who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions to contact their medical provider or LHD about testing, and information regarding sick leave rights under federal, state, and local laws and company policies, return-to-work requirements).</p>
	<p>Include worker representative groups in communicating strategies.</p>
	<p>If the facility uses contract or temporary workers, identify who (host or contractor employer) should communicate information and instructions on the outbreak to these individuals.</p>
	<p>All workers in the workplace should follow all instructions for infection prevention and outbreak management measures from the host employer, the LHD where the workplace is located, and the LHD where they reside.</p>

Considerations for Employers to Communicate Identified Cases of COVID-19 to Workers

	<p>In some outbreaks, but not all, workers who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The LHD will make this determination based on strategies being used to control the outbreak and identify new cases.</p>
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Preventing Further Spread in the Workplace

The following table provides actions that employers should take in order to prevent the further spread of COVID-19 in the workplace after a case has been identified.

Actions for Preventing Further Spread in the Workplace	
	<p>Employers should seek guidance from the LHD to develop a testing strategy to determine who needs to be tested.</p>
	<p>If testing is limited, or not recommended, your LHD may recommend alternative methods for controlling the outbreak, including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace and quarantining all workers.</p>
	<p>Employer must provide information to the LHD on the confirmed COVID-19 case workers in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.</p>
	<p>Establish if the employer, LHD, or both will conduct interviews of the cases to determine their close contacts.</p>
	<p>In consultation with the LHD, Interview workers with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other workers with whom they had close contact during their infectious period.</p>

Actions for Preventing Further Spread in the Workplace

	<p>A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.</p>
	<p>Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the worker with COVID-19 and should be tested for COVID-19.</p>
	<p>Use employment records to verify shifts worked during the infectious period and other workers who may have worked closely with them during that time period.</p>
	<p>While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).</p>

Considering Whether to Temporarily Suspend Operations

The following table provides guidance to employers who may be considering whether or not to temporarily suspend operations due to a COVID-19 infection in the workplace.

Considerations for Employers on Whether to Temporarily Suspend Operations Due to a COVID-19 Infection

	<p>Businesses may elect to voluntarily suspend operations when a case of COVID-19, exposure to COVID-19, or an outbreak has occurred in the workplace. This would allow investigation of the exposure and thorough cleaning and disinfection. Businesses may elect to do this if the exposure is in a worker, customer, or visitor of the workplace. To understand more about if this decision is right for your business, you can contact your local health department (LHD) for guidance.</p>
	<p>The local health department in the jurisdiction where the workplace is located has the authority to close business operations while an exposure is investigated, or an outbreak is being managed.</p>

Considerations for Employers on Whether to Temporarily Suspend Operations Due to a COVID-19 Infection

	Criteria for making a determination for closure may include the size of the workforce, the number or percentage the workforce impacted, the vulnerability of consumers who visit the business to severe COVID-19 infection, or many other local factors, including the epidemiology of disease spread in the community at large.
	Criteria for making a determination for closure may include the size of the workforce, the number or percentage the workforce impacted, the vulnerability of consumers who visit the business to severe COVID-19 infection, or many other local factors, including the epidemiology of disease spread in the community at large.
	Local health departments may vary in their specific requirements for workplace outbreak investigations, reporting, and suspension of operations.

Returning to Work

Employers should consult with the LHD and most recent [CDC guidance](#) for when a confirmed case may be released from home isolation and return to work. The following table includes the guidance from the CDC for reference. The LHD may recommend a strategy for return to work similar to the following, although some variation may occur by jurisdiction and outbreak.

Workers	Minimum Criteria for Return to Work <i>(As of July 28, 2020)</i>	CDC Reference Page <i>(Consult the most recent CDC guidance prior to allowing the worker to return to work)</i>
<p>Symptomatic Positive Workers with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 1 day (24 hours) has passed since last fever, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.</p>	<p>For worker cases who did not require hospitalization</p> <p>For worker cases who required hospitalizations</p>
<p>Asymptomatic Positive Workers who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>	<p>Discontinuation of Isolation</p>
<p>Symptomatic Negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>	
<p>Asymptomatic Negative Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Workers 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. The LHD may consider allowing earlier return to work only for an worker in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.*</p>	

Workers	Minimum Criteria for Return to Work <i>(As of July 28, 2020)</i>	CDC Reference Page <i>(Consult the most recent CDC guidance prior to allowing the worker to return to work)</i>
<p>Symptomatic Untested Workers who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>	
<p>Asymptomatic Untested Workers who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Workers should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an worker who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.*</p> <p>Workers 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>	<p>For worker cases who did not require hospitalization</p>

***Regarding the following two groups of workers in a critical infrastructure workplace outbreak: (a) asymptomatic workers who tested negative, (b) workers who were close contacts to confirmed cases:**

Where 14-day quarantine would compromise essential operations, the LHD may determine that some workers in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and worker:

- The worker is able to wear a surgical mask throughout the workday, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
- The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
- Pre-screening to assess worker temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
- Worker is able to self-monitor for temperature and symptoms at home and work.
- Worker is able to maintain a minimum of six feet of distance from other workers in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
- Physical barriers are in place between fixed worker work locations to supplement distancing.
- Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.

Employers Cleaning Guide

The following table provides cleaning actions employers need to complete after a worker with Covid-19 has been to work. The following are considerations for this disinfection:

Cleaning Guide for Employers	
	The Work areas of infected workers should not be entered by workers until they have been cleaned and disinfected with products approved by the EPA for COVID-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required and recommended PPE.
	Perform ongoing enhanced cleaning/disinfection of work areas when a worker with COVID-19 is identified, following CDC recommendations .
	Continue to identify and regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
	Workers should not share headsets or other objects that may come into contact with their face, mouth, or nose.
	Minimize sharing of other equipment between workers; for equipment that must be shared, conduct frequent cleaning between worker use.

Cleaning Guide for Employers

	Train workers on safe use of cleaners and disinfectants and provide necessary protective equipment.
	Employers should regularly check for and follow new and updated guidance on their specific industry from the following sources in Appendix A: Resources .

REGULATIONS AND GUIDANCE FOR REPORTING AND PROVIDING SICK LEAVE

Recording Cases of COVID-19

California employers that are required to record work-related fatalities, injuries and illnesses must record a work-related COVID-19 fatality or illness like any other occupational illness. To be recordable, an illness must be work-related and result in one of the following:

- Death,
- Days away from work,
- Restricted work or transfer to another job,
- Medical treatment beyond first aid,
- Loss of consciousness, or
- A significant injury or illness diagnosed by a physician or other licensed health care professional.

If a work-related COVID-19 case meets one of these criteria, then covered employers in California must record the case on their 300, 300A and 301 or equivalent forms.

See California Code of Regulations, title 8, Chapter 7, Subchapter 1, Article 2, [Employer Records of Occupational Injury or Illness](#) for details on which employers are obligated to report and other requirements.

Reporting COVID-19 Cases to Cal/OSHA

In addition to the recordkeeping requirements discussed above, California employers must also report to Cal/OSHA any serious illness, serious injury or death of a worker that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness, see [section 342\(a\)](#) of the Cal/OSHA Regulations pertaining to reporting work-connected injuries for more information. This includes a COVID-19 illness if it meets the definition of serious illness.

A serious illness includes, among other things, any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, see [section 330\(h\)](#) of Cal/OSHA Regulations for definitions. This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest Cal/OSHA office. Reportable illnesses are not limited to instances when the worker becomes ill at work. Serious illnesses include illnesses contracted “in connection with any employment,” which can include those contracted in connection with work but with symptoms that begin to appear outside of work.

Reports must be made immediately, but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious illness.

For more information on reporting and recording requirements, please visit Cal/OSHA, Recording and Reporting Requirements for COVID-19 Cases [Frequently Asked Questions](#) and Department of Fair Employment and Housing’s [Employment Information on COVID-19](#).

Regulations Involving Providing Information on COVID-19 Positive Individuals

When employers identify a worker who has tested positive for COVID-19 or a worker who has symptoms, they should make sure the worker does not remain at work. The employer should work with their LHD to follow guidance for isolation and quarantine, possible testing, and when it is appropriate for the worker to return to work. Employers should support workers time away from work for the protection of others through flexible leave policies.

Employers should not identify any such workers by name in the workplace to ensure compliance with privacy laws. If a worker tests positive for, or is suspected to have COVID-19, the employer will need to follow the most current local, state, and federal public health recommendations. Employers should take further steps at the direction of the local public health department that may include closing the worksite, deep cleaning, and permitting or requiring telework

Correspondence notifying workers or a COVID-19 positive case or suspected positive case should be written in a way that does not disclose the health status of the worker. Employers **cannot** confirm the health status of workers or communicate about the worker’s health. For example, the employer could speak with workers or send an email or other written communication saying:

[Employer] has learned that a worker at [office location] tested positive for COVID-19. The worker received tested results on [date]. This email is to notify you

that you may have been exposed to the novel virus. You should contact your local public health department for guidance and any potential actions to take based on individual circumstances or if you develop COVID-19 symptoms.

California Family Rights Act: Job-Protected Leave

Employees may be entitled to up to 12-weeks of job-protected leave under the [California Family Rights Act](#) (CFRA) for their serious health condition, or to care for a spouse, parent, or dependent child with a serious health condition.

COVID-19 will qualify as a serious health condition if it results in inpatient care or continuing treatment or supervision by a health care provider. It may also qualify as a serious health condition if it leads to conditions such as pneumonia.

Employees are eligible for this form of job-protected leave (CFRA) if they work for an employer with at least 50 workers within 75 miles of their worksite; have worked there for at least a year; and have worked at least 1250 hours in the year before they require time off.

For more information, please refer to [DFEH FAQs \(for answers to frequently asked questions for employers and workers\)](#).

Paid Sick Leave

Employees in California earn paid sick leave from the first day of employment. Employers must provide workers upon hire with a notice that states how paid sick leave will be provided. Additionally, the Governor issued an Executive Order mandating COVID-19 related paid sick leave for food sector workers who work for employers with more than 500 workers. The paid sick leave laws have strong anti-retaliation provisions to protect workers who request and/or use paid sick leave under these laws. For additional information on paid sick leave rights, please see the following:

- **California Paid Sick Leave.** Under California law, workers accrue a minimum one hour for every 30 hours worked, which an employer may cap by a policy at not less than 48 hours of sick leave per year; and may cap use of paid sick leave at a minimum of 3 days or 24 hours of accrued sick leave per year. Employers may also provide policies that allow for greater accrual and use of paid sick leave. Additional information on [California paid sick leave](#) is posted online, as well as [how it applies to COVID-19](#).
- **California COVID-19 Supplemental Paid Sick Leave.** Under [Executive Order N-51-20](#), hiring entities with more than 500 workers must provide up to 80 hours of paid sick leave to food sector workers who work for or through the hiring entity. [Additional information on supplemental paid sick leave](#) is posted on topic-specific FAQs.

In addition, workers may have the right to paid sick leave under federal or local law as follows:

- **Federal paid sick leave up to a possible 80 hours under the Families First Coronavirus Response Act (FFCRA).** This law is enforced by the United States Department of Labor for businesses with less than 500 workers. An worker may be eligible for this leave depending on the size of the employer, among other factors. The United States Department of Labor Wage & Hour Division posted [additional information on FFCRA in its FAQs](#).
- **Local Paid Sick Leave laws.** Certain localities also have paid sick leave laws. If workers are subject to local sick leave ordinances, the employer must comply with both state and local laws, which may differ in some respects. The employer must provide the provision or benefit that is most generous to the worker. Workers should consult with the relevant local enforcement agency for the locality in which they work for more information.

Guidance and Resources on Laws Enforced by the Labor Commissioner's Office

- [Laws Enforced by the Labor Commissioner's Office](#)
- [Update on Essential and Non-essential Workers](#)
- [Guidance on Conditional Suspension of California WARN Act Notice Requirements](#)
- [FAQs on Executive order concerning Supplemental Paid Sick Leave For Food Sector Workers at Companies with 500 or More Employees.](#)
 - [Workplace Poster - Supplemental Paid Sick Leave for Food Sector Workers \(Spanish Version\)](#)
- [COVID-19 sick leave](#) (for side by side comparison of CA Paid Family Leave, CA Paid Sick Leave and Federal Families First Coronavirus Response Act (FFCRA))
- [Benefits for Workers Impacted by COVID-19](#) (chart describing federal, state and local paid leave laws, unemployment and disability benefits, and workers' compensation)

State Disability Insurance and Paid Family Leave

Employees who may not have paid sick leave benefits available may be eligible for Disability Insurance (DI) benefits. DI benefits are available to eligible workers who are unable to work because of being infected with, or a suspicion of being infected with, COVID-19.

In addition, workers without paid sick leave benefits to care for family members may be eligible for Paid Family Leave (PFL) benefits. PFL benefits are available for eligible workers who have lost wages when they need to take time off work to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner who is seriously ill with COVID-19.

Both DI and PFL require a medical certification to qualify. More information on eligibility for DI and PFL benefits is available from the [Employment Development Department](#).

Regular and Pandemic Unemployment Benefits

Individuals who have lost their job or business or have had their hours reduced for reasons related to COVID-19 may be eligible for partial wage replacement benefits under the regular Unemployment Insurance program or the Pandemic Unemployment Assistance program. The Pandemic Unemployment Assistance Program is available in particular where someone is unable to work due to a reason related to COVID-19, including when an individual has been diagnosed with COVID-19 or has symptoms and is seeking a diagnosis, or where the individual has been advised by a healthcare provider to self-quarantine.

More information on Unemployment Insurance and Pandemic Unemployment Assistance is available from the [Employment Development Department](#).

Workers' Compensation

Employees who contract COVID-19 at work may be eligible for workers' compensation benefits, which are available to provide workers with medical treatment needed to recover from a work-related injury or illness, partially replace the wages they lose while they are recovering, and help them return to work. Under [Executive Order N-62-20](#), certain workers who contracted a COVID-19-related illness between March 19 and July 5, 2020 are presumed to have contracted the illness at work, making them presumptively entitled to workers' compensation benefits.

More information on workers' compensation and the effect of Executive Order N-62-20 is available from the [Division of Workers' Compensation](#).

Enforcement and Compliance

The California Governor's Office of Emergency Services has established the COVID-19 Enforcement Task Force to monitor and enforce violations of State statutes and orders. The State agencies included in the task force are the Department of Alcoholic Beverage Control (ABC), Department of Consumer

Affairs (DCA), Department of Industrial Relations, including the California Division of Occupational Safety and Health (Cal OSHA), and the Division of Labor Standards Enforcement (Labor Commissioner's Office). Other members include agencies that do not have regulatory authority, but have responsibilities focused on outreach and education.

The mission of the COVID-19 Enforcement Task Force is to ensure and maintain a safe environment to protect employers, workers, and customers. The Task Force will be providing assistance and support to employers by helping them navigate compliance of statutes and orders as well as responding to, and enforcing violations related to indoor operations, use of face coverings, social distancing, and administrative actions.

Employers can seek technical assistance or answers to questions pertaining to the COVID-19 statutes and orders from ABC, the Labor Commissioner's Office, and Cal/OSHA. Contacts for these agencies are detailed in **Appendix B: Enforcement** and Compliance Contacts.

Worker Education

UNDERSTANDING COVID-19

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. All workers should have a basic understanding of COVID-19, [how the disease spreads](#), [symptoms](#), and ways to prevent or minimize the spread.

PROTECTING YOURSELF AT WORK

Workers should take the following [steps to protect themselves](#) at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if sick, except to get medical care.
- Practice social distancing by keeping at least 6 feet away from fellow co-workers, customers, and visitors when possible, even when in or around break rooms, water coolers and/or non-work areas.
- Wear cloth face coverings, especially when social distancing is not possible. Cloth face coverings are intended to protect other people—not the wearer.
- Workers should inform their supervisor if they or their colleagues develop [symptoms](#) at work. No one with COVID-19 [symptoms](#) should be present at the workplace.

- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, [coughing, or sneezing](#), or having been in a public place.
 - Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - DO NOT use any hand sanitizer that contains methyl alcohol due to its high toxicity.
- Avoid touching eyes, nose, and mouth.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails (to the safest extent possible), etc.
- Where possible, avoid direct physical contact such as shaking hands with people.
- Minimize handling cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

[Sick workers](#) should follow [CDC-recommended steps to prevent the spread of COVID-19](#). Workers with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the sets of criteria found [here](#).

Workers who use public transportation, ride sharing, taxis or carpooling to travel to and from work should [protect themselves](#). Always remember to use face coverings, practice social distancing where applicable, and wash their hands with soap and water for at least 20 seconds before and after using such transportation.

PROTECTING YOURSELF AT HOME

[Protecting yourself and others](#) at home is important. Workers who share their household with others should follow [CDC-recommended home guidelines](#) if living in [close quarters](#) or [shared housing](#).

Additionally, you or those you know may experience increased stress during this pandemic. Public health actions, such as social distancing, can make people feel isolated and lonely and can increase stress and anxiety. [Coping with stress in a healthy way](#) will make you, the people you care about, and your community stronger.

Appendix A: Resources

EMPLOYER RESOURCE LINKS

- Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020:
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- Coronavirus 2019 (COVID-19) Resources for Employers and Workers:
<https://www.labor.ca.gov/coronavirus2019/>
- Benefits for Workers Impacted by COVID-19:
<https://www.labor.ca.gov/coronavirus2019/#chart>
- Guidance for family friendly practices for employers:
<https://files.covid19.ca.gov/pdf/guidance-familyfriendlypracticesemployers.pdf>

WORKER RESOURCE LINKS

- CDC General Business Frequently Asked Questions (COVID-19):
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>
- CDC Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC How to Protect Yourself and Others:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- CDC What to do if You are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- CDC Coping with Stress and Immediate Crisis Help:
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

GUIDANCE

CAL / OSHA	CDC	CDPH
Cal/OSHA Statewide Industry Guidance	Childcare, Schools, and Youth Programs (Plan, Prepare & Respond)	Industry Guidance to Reduce Risk
General Industry Guidance	Employer Information for Office Buildings	Industry-Specific Guidance (to Reduce Risk)
Guidance for Specific Industries	Guidance for Businesses and Workers Responding to COVID-19	Guidance for Other Industries (Considerations for County Variance)

CAL / OSHA	CDC	CDPH
	Guidance for Meat and Poultry Processors	Industry-Specific Guidance and Checklists
	High-Risk Medical Conditions	Resilience Roadmap
	Information for Grocery and Food Retail Workers Interim Guidance for Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors Interim Guidance for Businesses and Employers	Transportation and Delivery (Plan Prepare & Respond)
	Interim Guidance for Businesses and Employers Interim Guidance for Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors	Guidance for the Use of Face Coverings
	Interim Guidance for Conserving and Extending Filtering Facepiece Respirator Supply in Non-Healthcare Sectors	
	Landing Page for Industry Specific Worker Safety Guidelines (Plan, Prepare & Respond)	
	Landing Page for Workplaces (Plan, Prepare & Respond)	
	Worker Safety and Support for Small Businesses	
	Guidance for Where You Live, Work, Learn, Pray, and Play (Communities, Schools, Workplaces, and Events)	

RESOURCES REFERENCED IN PLAYBOOK

Title	Source
Additional Information	
Additional Services	CA.gov
COVID-19 Sick Leave	CA.gov
DFHI FAQs	CA.gov
Employer Records of Occupational Injury or Illness	CA.gov
Local Health Department (LHD)	CA.gov
Pandemic Unemployment Assistance	CA.gov
Supplemental Paid Sick Leave for Food Sector Workers	CA.gov
Workers' Compensation	CA.gov
Self-Screening Guidance	CDC
Contact Information	
Contact Information for District Offices	Cal/OSHA
Cal/OSHA Accident Report inbox	Cal/OSHA
Gov. Order	
Executive Order	CA.gov
Public Health Order	CA.gov
Regulation	
California Occupational Safety and Health Regulations (CAL/OSHA) - Definitions	Cal/OSHA
Reporting Work-Connected Fatalities and Serious Injuries	Cal/OSHA
Families First Coronavirus Response Act	DOL.gov

GUIDANCE FOR EMPLOYERS AND WORKERS IN ENFORCING MASK REQUIREMENTS

Workers should avoid approaching coworkers or members of the public who are not wearing a face covering for the purpose of attempting to enforce any face-covering recommendation or requirement.

In these instances, workers should maintain at least a 6-foot distance from others and raise any concerns to their supervisor.

Supervisors should discuss any concerns with their Human Resources Department for guidance on handling these situations.

Employers should train their workers on what to do in such situations, including how to minimize risk of workplace violence and what to do to get support when de-escalation efforts are unsuccessful in these situations. There may also be limited circumstances where an employer will need to engage in a process with workers and/or customers who claim a disability-related reason for not being able to wear a mask to see if there are accommodations that are effective in maintaining the safety of the workplace.

Consider using the following language:

- “Following the guidelines (on face coverings or distancing) can protect you and everyone else, so we ask that you follow them.”
- “If you don’t have a face covering, we’d be happy to provide one (if available).”
- For customers and visitors to the workplace: “We regret that you’re unwilling to follow the guidelines. Please give us a bit of time to organize the area to allow additional physical distance between you and our fellow workers.”

In all instances, it is important to focus on minimizing risk and to practice de-escalation measures:

- Speak with a calm voice at a normal volume and communicate with posture and expression that the person will be respected.
- Settle on a method for calling in support from security or law enforcement if needed.

Appendix B: Enforcement and Compliance Contacts

Table 1: Alcohol Beverage Control Contacts

Office	Counties	Contact	Contact Numbers
Southern Division (Executive Office)	All Southern California Counties	Kathleen Barnes Division Chief	562-677-5235
Bakersfield	Inyo, Kern, Mono	Victoria Wood	661-395-2734
Cerritos	Central part of Los Angeles	Gerry Sanchez	562-865-6501
Monrovia	Northeastern part of Los Angeles	Jeannine Peregrina	626-359-2568
Lakewood	Southwestern part of Los Angeles	Brad Beach	562-982-1390
Palm Desert	Imperial and desert areas of Riverside and San Bernardino	Eric Burlingame	760-324-2869
Riverside	Riverside and San Bernardino	Sean Ramos	951-782-4403
San Diego	Southern part of San Diego	Melissa Ryan	619-525-4605
San Marcos	Northern part of San Diego	Jennifer Hill	760-510-1260
Santa Ana	Orange	Truc Vo	657-205-3479
San Luis Obispo	San Luis Obispo and northern part of Santa Barbara	Nick Sartuche	805-289-0103
Van Nuys	North and northwester parts of Los Angeles	Enrique Alcala	818-901-5009
Ventura	Ventura and southern part of Santa Barbara	Nick Sartuche	805-289-0103
Northern Division (Executive Office)	All Northern California Counties	Joseph McCullough Division Chief	916-870-2004
Concord	Alameda, Contra Costa, San Francisco, San Mateo, and Solano	Erik Szakacs	925-602-7712
Eureka	Del Norte and Humboldt	Tony Carrancho	707-576-2207
Fresno	Fresno, Kings, Madera, and Tulare	Jason Montgomery	559-243-4030
Redding	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity	Luke Blehm	530-224-4832
Sacramento	Alpine, Amador, El Dorado, Placer, Sacramento, Yolo, Colusa, Nevada, Sierra, Sutter, and Yuba	Luke Blehm	530-224-4832
Salinas	Monterey, San Benito, and Santa Cruz	Summer Johst	831-755-1993

Office	Counties	Contact	Contact Numbers
San Jose	Santa Clara and San Mateo	Summer Johst	408-277-3309
Santa Rosa	Lake, Marin, Mendocino, Napa, and Sonoma	Tony Carrancho	707-576-2207
Stockton	Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne	Paul Fuentes	209-948-7999

Table 2: Labor Commissioner's Office Contacts

Office	Contact	Contact Numbers
Northern California	Benny Cheng	408-422-1797 bcheng@dir.ca.gov
Southern California	Jesus Covarrubias	714-715-5065 jcovarrubias@dir.ca.gov

Table 3: [Cal/OSHA Manager Contact](#)

Region	Contact Numbers
Region 1	415-557-0300
Region 2	916-263-2803
Region 3	714-558-4300
Region 4	626-471-9122
Process Safety Management (PSM) Unit	925-602-2665
Consultation Unit	559-445-6806

Figure 1: Cal/OSHA Regions



Appendix C: Case Studies

PACKAGED FOOD COMPANY

A packaged food company in the central valley monitors all workers and vendors with temperature checks, questionnaire, and hand sanitizing upon arriving.

The food production/packaging area has Plexiglas sheets hanging between line workers. The company has directed workers to allow more space between workers on the same side of line. Currently, they have allowed for distancing of 6 feet. The workers are also masked, depending on the production area some wear face shields with masks, and others wear goggles; all workers in production wear a clean lab coat over their clothes. One of the areas the company asked the LHD for recommendations was pertaining to a machine that takes two people to operate. It does not allow people to socially distance 6 feet or have Plexiglas. At this time, workers wear a mask with face shield and the LHD recommended they have fit testing for N95 masking for that area.

The company also discusses with their workers topics including carpooling and risks to their workers outside of work. They have removed seats from break tables to allow for distancing and tables are distanced. Plexiglas is on order for break tables as well. The company is willing to consider termination as a response for noncompliance of a health order.

In summary, the company has taken the following actions within their facility:

- Placed barriers in the areas where it is difficult to maintain social distancing;
- Placed hand sanitizer dispensers in various locations on the site,
- Provided time for workers to clean before and after shifts,
- Provided face coverings and face shields for workers to wear,
- Removed seats from tables to limit the number of people who sit there,
- Posters that the employer provided are placed everywhere, and
- Management is checking to ensure workers are wearing their face coverings properly;
 - Anyone who does not comply can be written up and potentially lose their job if they do not follow the protocols.

Local Public Health Role

Bilingual public health department workers conducted a presentation at the company in Stockton. Topics included:

- Status of county disease transmission
- How the virus spreads
- The importance of social distancing and not social gathering

- Why we need to wear a mask
- How to safely wear a mask and clean it
- Avoiding sharing personal items
- Importance of disinfecting high touched surfaces
- Importance of washing hands frequently
- What sectors are opened vs not opened in SJC
- Provided public health department website and email address for resources
- Question and answer session with workers

SUPERMARKET CHAIN

The Teamsters working with a supermarket chain in the central valley, California identified a number of lessons learned regarding mitigation of COVID-19:

- **Criticality of Job Site:** Will determine the level of involvement needed by County and State partners.
 - Example: The company warehouse is a 1,000-person site that is the central distribution hub for the supermarket chain's stores for half the State.
- **Contact Tracing Plan:** Employer should develop a contact tracing plan. The company had already developed a plan prior to the outbreak, and it was a critical part of the effective resolution.
- **Data:** It is critical to have accurate data to assess the degree of the outbreak and for communication to workers. It may be difficult to assess the number of positive cases. Workers who are out may not always report the reason for their absence.
 - The employer may be better positioned to have accurate data. County public health data may be difficult to use because workers often work and live in different counties and each county has data for their residents only.
- **Communication:** Need to have accurate data and plans to share with workers. Lack of information will lead to confusion, fear and anxiety, and could result in sick-out.
- **Worker Education:** Need to have intentional efforts to educate workers about practices and behaviors to prevent continued infection.
- **Other Critical Components:**
 - Provide adequate personal protective equipment (PPE) for each worker
 - Provide Sanitation Stations on site
 - Re-tool operations to ensure social distancing

- **State Agency Partners:**

- Cal/OSHA played a critical role in enforcement. On-site inspections were critical.
- CDPH played a critical role in providing technical assistance and communication with the employer. CDPH also provided technical assistance and support to local public health.



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Behavioral Health Resources for COVID-19

SAMHSA Fact Sheet:

[Taking Care of Your Behavioral Health: Tips for Social Distancing, Quarantine, and Isolation During and Infectious Disease Outbreak](#)

Hotlines and Warm lines:

- **SAMHSA's Disaster Distress Helpline (24/7)**
1-800-985-5990
- **SAMHSA'S National Helpline (24/7)**
1-800-662-HELP (1-800-662-4357)
- **National Suicide Prevention Lifeline (24/7)**
1-800-273-8255
- **Friendship Line (24/7 for Adults over age 60)**
1-800-971-0016
- **California Peer Run Warm Line**
1-855-845-7415

Monday – Friday: 7am – 11pm
Saturday: 7am – 3pm
Sunday: 7am – 9pm
- **Northern Valley Talk Line**
1-855-582-5554

7 Days a week: 4:30pm – 9:30pm

Text/Chat/Online Resources:

- **Crisis Text Line**
Text HOME to 741741
- **7cups.com**
- **Lifeline Chat**
<https://suicidepreventionlifeline.org/chat/>
- **iPrevail Online Chat**
<https://www.iprevail.com/>
- **Healthful Chat – Mental Health Chat Rooms**
<https://www.healthfulchat.org/mental-health-chat-rooms.html>
- **BlahTherapy – Online Chat**
<https://blatherapy.com/>



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Recursos de Salud Conductual por COVID-19

Hoja Informativa de SAMHSA (La Administración de Servicios de Salud Mental y Abuso de Sustancias):

[Cómo cuidar de su salud conductual: Consejos para lidiar con medidas de precaución durante un brote de una enfermedad contagiosa: distanciamiento social, cuarentena y aislamiento](#)

Recursos confidenciales: <https://placer.networkofcare.org/mh/coronavirus/>

Líneas de Emergencias y Líneas para Situaciones no Urgentes

- **Línea de ayuda gratuita de catástrofes de SAMHSA (24/7)**
1-800-985-5990 - opc. 2
- **Línea de ayuda nacional de SAMHSA (24/7) opc. 2**
1-800-662-HELP (1-800-662-4357)
- **La Red Nacional de Prevención del Suicidio (24/7)**
1-888-628-9454

Hablar con una promotora local y recursos por COVID-19

- **Concilio de Liderazgo Latino**
916-802-2260 o 530-333-3283
<https://es.latinoleadershipcouncil.org/resources>

Recursos de Texto/Charla/Online

- **GritX – Recursos de salud mental para todos edades en inglés y español**
<https://gritx.org/>
- **La Red Nacional de Prevención del Suicidio – La Charla**
1-888-628-9454
<https://suicidepreventionlifeline.org/chat/>