



What to expect if someone in your workplace tests positive for COVID-19

This document will provide guidance if an employee in your agency is suspected of having or has tested positive for the novel Coronavirus (COVID-19). This document was developed with guidance provided by the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH).

Department Operations Center (DOC): *Keeping Yuba Sutter healthy and safe!*

The DOC is notified of each positive COVID-19 case, and asks the patient to provide employer contact information. You can expect a call from us to discuss work place transmission and contact tracing.

- **Who are we?**
 - An extension of your Yuba and Sutter Public Health Departments, activated in response to the COVID-19 emergency. The DOC follows guidelines established by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and adheres to an Incident Command Structure (ICS).
- **What do we do?**
 - In partnership with our Bi-County Public Health Officer, we are the subject matter experts on COVID-19 and the science of viral transmission. For each positive COVID-19 case, we provide support, guidance, and perform contact tracing to notify those potentially exposed.
 - The DOC is the ground-level response to the event, providing situational awareness and coordination of resources to the Region and State through the Medical Health Operational Area Coordinator (MHOAC) Program.
- **How to contact us?**
 - DOC Manager Email: DOCManager@co.sutter.ca.us
 - DOC Operations Chief Phone: 530-812-3938 Email: DOCOpsChief@co.sutter.ca.us

The Department Operation Center is here to support our local community with questions or concerns as it relates to the COVID-19 Public Health pandemic. The DOC Manager or Operations Chief can be reached 24/7 at the contact information listed above.

For questions or resources on California Department of Public Health (CDPH) operational guidance for businesses and communities, please contact COVIDCompliance@co.yuba.ca.us

COVID-19 Testing:

- Multiple FREE COVID-19 testing site are located in Yuba and Sutter Counties. More information can be found at https://www.yuba.org/coronavirus/Screening_Testing.php.
 - **NEGATIVE TEST RESULTS:** The employee is free to return to work and should still undergo daily symptom check screening.

- **POSITIVE TEST RESULTS:** The DOC Operations (Ops) Team will reach out to the employee and notify them of their positive results. The team will gather information including close household and work contacts and advise the individual to isolate for the length of their infectious period. If needed, a note will be provided to the employee with the length of time the individual is requested to isolate. Once the isolation period is up, a note allowing the individual to return to work will be provided.
- **CLOSE WORK CONTACTS:** Work contacts who are identified as having close contact with the positive case will be requested to undergo quarantine for a period of 14 days from the date of last contact with the positive case. If needed, a note will be provided indicating the length of the quarantine period. Once the quarantine period is up, and the individual has not developed signs or symptoms of COVID-19, a note allowing the individual to return to work will be provided.
- **CRITICAL INFRASTRUCTURE EMPLOYEES:** Employees who are working in a critical infrastructure area will be evaluated on a case-by-case basis by the DOC Ops team. If deemed necessary and in consultation with the Bi-County Health Officer these employees will be permitted to return to work if they remain without any symptoms throughout the 14-day period. All symptomatic employees, regardless of how mild the symptoms, will need to be quarantined. Should these employees subsequently test positive, they will be required to isolate at home following receipt of positive test results. For more information on critical infrastructure response plans and a list of sectors, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html>.

Guiding Your Workforce After Notification of a Positive Result:

- Quell office rumors and encourage confidentiality. Office rumors may spread quickly; encourage employees to respect the confidentiality of co-workers and do not spread misinformation.
- Encourage employees to remain calm.
- Partner with the DOC on contact tracing to prevent further workplace transmission.
- Verified and reliable information can be found at www.bepreparedyuba.org and www.bepreparedsutter.org.

Ways to prevent COVID-19 transmission in the workplace

Encourage Sick Employees to Stay Home:

- Employees should undergo a symptom check prior to each shift and be sent home if symptoms are present.
 - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

• Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches	• New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea • Headaches
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 - Employees that are sent home as a result of failing the health screening are to be advised to undergo COVID-19 testing through one of the available OptumServe sites or through their primary care

provider (whichever they prefer), and that they are to remain at home until they receive negative test results. If they decline to get tested, they are to remain at home until their symptoms have subsided, and they have remained fever free for at least 3 days.

Emphasize Respiratory and Hand Hygiene Etiquette:

- Encourage employees to wear facial coverings, wash hands, cover coughs, and stay home if sick.
 - Provide tissues and lined trash cans, hand-washing soap, and alcohol-based hand sanitizer.
 - Touchless sinks, soap and paper towel dispensers are highly encouraged.

Perform Routine Environmental Cleaning:

- Frequently clean all high-touch surfaces: workstations, countertops, copier machines, and doorknobs.
- Provide disposable wipes so that commonly used surfaces can be wiped down by employees before/after each use.
- If your facility serves food, please contact your respective Environmental Health Department for proper disinfecting and handling protocols.
 - Yuba County Environmental Health
 - Phone: (530) 749-5450 Email: EnvironmentalHealth@co.yuba.ca.us
 - Sutter County Environmental Health
 - Phone: (530) 822-7400

