Managing Outbreaks/Multiple Infections of COVID-19
Revised: 7/25/2022

5/16/2022 Revision summary: During an outbreak, as defined by Cal/OSHA, departments are required by state law to reinstitute masking for all employees in the exposed workplace and offer testing during work times until the outbreak is over. Should there be 3 or more simultaneous outbreaks at a given address that affects multiple departments, DHR also strongly recommends temporary masking for all employees in the building (even if they do not work in an “exposed workplace”) when entering or exiting the building and in common spaces such as elevators, bathrooms, and breakrooms until resolution of the outbreaks.

7/25/2022 Revision summary: Cal/OSHA updated the definition and response for close contacts in an outbreak setting: test on day 3-5 after exposure, and weekly until outbreak resolved. Similarly in the setting of a major outbreak, testing is twice weekly until major outbreak is resolved.

Overview: Assembly Bill 685 and Cal/OSHA emergency regulations require employers to take specific steps when there are multiple COVID-19 cases in an exposed workplace. This includes reporting to the Department of Public Health, offering testing to employees, and identifying and correcting factors that may have contributed to the outbreak.

What is an outbreak? An outbreak is defined as three or more COVID-19 cases in an “exposed workplace” within a 14-day period. The rolling 14-day period is measured beginning with the date of the third known COVID-19 individual and looking back 14-days. The outbreak is over when there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

What is a major outbreak? A major outbreak is defined as 20 or more COVID-19 cases in the exposed workplace within a 30-day period. The major outbreak is over when there are fewer than three COVID-19 cases detected in the exposed workplace over a 14-day period.

What is an “exposed workplace” for purposes of outbreaks? An “exposed workplace” is defined by the Cal/OSHA regulations as any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, which may include bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. It also does not include areas where employees momentarily pass through without interacting or congregating with each other. It includes only those locations where transmission was more likely.

What is close contact in an exposed workplace? Close Contact is defined as the sharing the same indoor airspace with a COVID-19 positive individual for greater than 15 minutes over a 24-hour period, during the COVID-19 individuals infectious period (up to 48 hours prior to development of symptoms).

What is a “High-Risk Exposure Period”? Two days before the COVID case presented symptoms until 10 days after symptoms first appeared, or, if asymptomatic, two days before positive test was collected and 10 days after.
Masking and Testing Requirements:
Requirements for masking and testing frequency are determined by the level of outbreak and extends until the outbreak is resolved but will be at least 14 days.

<table>
<thead>
<tr>
<th>Exposure Type</th>
<th>Face Masking</th>
<th>COVID Testing (ideally Rapid Antigen test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Contact in Outbreak</td>
<td>Required &gt;14 days</td>
<td>Required day 3-5, then weekly</td>
</tr>
<tr>
<td>Close Contact in Major Outbreak</td>
<td>Required &gt;14 days</td>
<td>Required day 3-5, then twice weekly</td>
</tr>
<tr>
<td>COVID infection in &lt;90 days</td>
<td>Required &gt;14 days</td>
<td>No testing, unless symptoms</td>
</tr>
</tbody>
</table>

Procedures for managing an outbreak:
1. Until the outbreak is concluded, employees in an exposed workgroup:
   a. Must wear a well-fitted mask indoors, and outdoors when working closer than 6 feet to others;
   b. May request access to N95 face covering from in their department;
   c. Continue to mask until there are no new cases for 14 consecutive days, and the area is no longer considered in outbreak status; and
   d. Test (unless exempted) on day 3-5 and weekly thereafter until the outbreak is resolved. Employees are exempt from testing when they have had a confirmed COVID illness in the last 90 days and do not have symptoms.

2. Departments must:
   a. Ensure that employees who were identified as part of the exposed workgroup test weekly until 14 days have passed with no new COVID-19 cases, exempting those who have had a confirmed COVID-19 infection within the last 90 days and do not currently have symptoms.
   b. Provide home test kits or direct employees to CityTestSF on work time.
   c. Investigate and implement where possible other precautions to reduce transmission, including physical distancing, additional telecommuting, or other environmental controls.
   d. Support good hygiene, such as hand washing.
   e. Track the number of COVID positives until 14 days have passed with no new cases.
   f. Exclude from the workplace any employees who do not comply with required initial testing between day 3-5, until outbreak is over. Non-compliance with this required surveillance testing may require disciplinary action.

Procedures for managing a major outbreak:
Follow procedures above for multiple infections AND:
1. Require testing **twice weekly** until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period before moving back to a weekly cadence;
2. Re-implement 6-foot physical distancing where feasible;
3. Reduce the number of persons in an area at one time, including visitors, where possible.

Procedures for Reporting an Outbreak:
1. Notify the SF Department of Public Health (SFDPH) and DHR within one business day or 48 hours, whichever is later, after learning of the outbreak by emailing: cases.workplaces@sfdph.org and fiona.wilson@sfgov.org. SFDPH and DHR need the following information on the COVID case(s) and where they were working to meet state labor code:
a. Employee Name
b. Date of symptom onset
c. Date of COVID-19 test
d. Contact information
e. Workplace location and address
f. Whether hospitalized or died (if known)
g. North American Industry Classification Code (NAIC) of the workplace (go to https://www.naics.com/search/ to find the code)


3. Investigate factors that contributed to the outbreak and what could be done to reduce exposure to COVID-19. Document the results and changes that will be implemented to prevent further occurrences. Add the changes to your COVID-19 Illness Prevention Plan. Changes can include, but are not limited to, moving indoor activities outdoors, increasing telecommuting, delaying non-essential work, increasing outdoor air supply or increasing filtration systems for buildings where possible. For Cal/OSHA Model Prevention Plan, go to: https://www.dir.ca.gov/dosh/coronavirus/ETS.html. For questions, contact Peggy Sugarman peggy.sugarman@sfgov.org or her assistant, Helene Paz helene.paz@sfgov.org

Responding to Multiple Outbreaks at Exposed Workplaces in a Single Address
Effective mitigating strategies such as shelter-in-place were successful early in the pandemic. At this time with less masking and high amounts of infection circulating in communities, universal closing of buildings does not reduce COVID-19 spread, as employees working from home may have increased exposure to COVID-19 in their community. DHR therefore encourages departments to, instead, support additional masking when there are multiple outbreaks in a single building.

When three or more simultaneous outbreaks occur at different exposed workplaces at single address (not exclusively a single department), DHR highly encourages temporary adoption of universal masking for all employees and departments in the common areas of the building until resolution of the outbreaks.

This recommendation includes all employees at a single address when in transit through the building and when using common areas including, but not limited to, bathrooms, conference rooms, hallways, elevators, and stairs. Unaffected work areas without outbreak status are not required to maintain masking if there is no outbreak specific to their workplace area, though are encouraged and welcome to continue masking in their workplaces.

Employees are encouraged to take continued precautions of maintaining distancing, avoiding close contacts, and avoiding maskless exposures with others. DHR will communicate when there are multiple outbreaks in a single address with the affected Departments DPOs, who in turn will communicate with their employees. Departments should strongly encourage employees to engage in universal masking in common areas and in transit during these periods.