



## Management of COVID-19 Workplace Investigations and Staff Notifications

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This guidance provides the procedure that departments must follow to identify workplace “Close Contacts” after an employee tests positive for COVID-19, the workplace notifications required by Assembly Bill 685 (effective 1/1/2021), the emergency regulations issued by Cal/OSHA effective 11/30/2020, and the mandatory reporting of the information required by SB 1159 (effective 9/17/2020) to the City’s **ServiceNow “COVID-19 Workplace Contact Investigation**” electronic reporting tool.

To protect employee privacy and the confidential information obtained, Departmental Personnel Officers are responsible for conducting the workplace contact tracing interviews with the COVID-19 positive employees or ensuring that investigations are assigned to appropriate staff, such as a manager, occupational safety member, department physician, or other human resources personnel.

If a Disaster Service Worker (DSW) was deployed to your department during the 48 hours prior to the onset of symptoms or the positive test result if asymptomatic, the investigation should be conducted by the department directing the DSW’s work during that window. Disaster Service Workers deployed to the COVID Central Command (CCC) site will be treated as a member of the CCC and not the home department, where applicable.

The information obtained is employer-held confidential medical information and is accessible only by authorized users, primarily limited to Departmental Personnel Officers, Departmental Physicians, or Occupational Safety staff. Departments may request authorization for additional users by identifying their name and job classification and emailing DHR: [helene.paz@sfgov.org](mailto:helene.paz@sfgov.org) with a copy to [peggy.sugarman@sfgov.org](mailto:peggy.sugarman@sfgov.org). Requests should be limited to staff members who regularly handle confidential personnel information.

Authorized users will be provided with instructions on how to access the **ServiceNow “COVID-19 Workplace Contact Investigation”** custom application. Authorized user access to completed records are limited to the records that they create outside of the limited number of super-users to support the analysis of COVID-19 spread to the City’s workforce.

To ensure that the City has accurate information on its workforce, DPOs must input all known positive cases to date into the **ServiceNow “COVID-19 Workplace Contact Investigation”** Electronic Reporting Tool, including those reported prior to the availability of the reporting tool.

### Steps for Conducting the COVID-19 Workplace Contact Tracing

#### 1. Notice of a COVID-19 Positive Employee (a “qualifying individual”)

Assembly Bill 685 requires an employer to notify employees of certain benefits and rights who have been exposed to a “qualifying individual” while in the workplace. A “qualifying individual” is a person who has had a

positive lab test for COVID-19, or who has been ordered to isolate by public health body, or who has died from COVID-19.

The information can come from various sources, such as:

- From public health official that an employee was a close contact;
- From an employee or representative from an employee, such as from an emergency contact;
- From a testing protocol showing positive test, such as from the CityTestSF results sent by DHR directly to departments; or
- Directly from the COVID-19 positive employee. Health Order C19-07 requires an employee who was in the workplace 48 hours prior to developing symptoms to report a positive result.

## 2. Immediately Contact the COVID-19 Positive Employee

Many employees learn of their positive COVID-19 lab results when they are not at work, especially if the employee was experiencing symptoms. However, if the employee obtains the positive COVID-19 test result while they are at the worksite, the department must:

- Immediately exclude the infected individual from the worksite with directions to seek medical care and follow applicable self-isolation requirements;
- Decontaminate and sanitize each location at which an infected employee was present, and;
- Rapidly proceed with workplace contact investigation as presented below to identify whether there have been any exposed workers (“close contacts”) in the worksite.

When first contacting the COVID-19 positive employee, the DPO or authorized representative should:

- Support the employee in an empathetic manner regarding any concerns they may have relating to their isolation, condition, and medical supervision;
- Advise the employee how to take advantage of their available leave, including COVID sick pay, while they are unable to work;
- Advise of the availability of workers’ compensation benefits if the employee believes that they contracted the disease from work;
- Encourage the employee to contact their healthcare provider for further instructions;
- Inform the employee that it is vital for them to be candid and truthful about any lapses in safety habits or PPE lapses, if any, to identify Close Contacts and that the information obtained may not be used for disciplinary purposes; and
- Advise the employee you are only looking at workplace contacts and to expect a call from their county of residence which is responsible for in-depth contact tracing for their family and community contacts.

The contact investigation should focus on coworker interactions, **including exposure to any employees of city contractors or subcontractors who may have been at the worksite, in the 48 hours prior to when the COVID-19 positive employee first developed symptoms. If asymptomatic, focus the investigation on the 48 hours before the positive test result.** Particular attention must be paid to any lapses in safety habits and protections (use of facial coverings, social distancing) as this is vital for identifying any Close Contacts that could have occurred at the worksite. Many Close Contacts occur when employees gather for meals or breaks when facial coverings are removed.

The interview questions are in the template attached to this document. This information must be provided electronically to the Department of Human Resources using the **ServiceNow "COVID-19 Workplace Contact Investigation"** specialized application using the COVID-19 Reporting Template. Further investigation of non-workplace household and community contacts will take place by the employee's home county health department.

**3. Determine if you need to provide a DWC-1 Workers' Compensation Claim Form.**

Provide the COVID-19 positive employee a DWC-1 Workers' Compensation Claim Form if the employee was at the worksite any time in the 14 days prior to the positive result or the onset of symptoms. Decisions on whether the illness is related to work will be made by the DHR Workers' Compensation Division or its contracted administrator. It is up to the employee to decide whether to file the claim.

**4. Communicate with coworkers who have been identified as Close Contacts with the COVID-19 positive employee.**

Once identified, Close Contact(s) at the worksite must be individually advised of their workplace exposure. This notification must occur within 1 business day of the department's notice that there was a Covid-19 positive employee in the workplace (a "qualifying individual") and without identifying the employee who is COVID-19 positive.

In reaching out to the Close Contact employee, inform them that they fit the definition of a Close Contact and are required by the Health Order to quarantine for 10 days even if they do not feel sick. The Close Contact employee should carefully monitor their health for symptoms. The employee is welcome to get tested for COVID-19 but is not required to do so, as getting a negative test does not allow them to leave quarantine. If the employee decides to pursue testing, the ideal time would be on day six (6) after the exposure. If the employee is quarantined but feels able to work, determine if telecommute options are available.

Some employees are deemed Essential COVID-19 Response Workers\*\* and can continue working on site despite a Close Contact. The determination of appropriate action is department-specific.

**5. Send notices to all Close Contacts identified in this process within 1 business day of the initial notice of a COVID-19 positive employee.**

The notices in this section are required by AB 685 and the emergency Cal/OSHA regulations. The notice must include the following information:

- Notice that they may have been exposed and are considered a "close contact";
- Information on potential COVID-19-related benefits, including the availability of:
  - Workers' compensation benefits if the employee becomes ill as a result of the workplace exposure;
  - COVID-19-related leave benefits that may be available during their mandatory quarantine; and
  - Sick leave or any other state mandated leave, supplemental sick leave, or negotiated leave
- Anti-retaliation and anti-discrimination protections; and
- The disinfection and safety plan to be implemented consistent with the guidelines from the Centers for Disease Control (CDC) and as adopted by the City Administrator for facilities.

Sample Close Contact workplace notifications (for email and letter) meeting the provisions of AB 685 and the underlying regulations from Cal/OSHA are included in this document.

**6. Send a General Advisory Communication to all staff who were on the premises with the COVID-19+ employee's worksite during the infectious period within one business day of learning of the positive employee, with a copy to the appropriate Union Representative(s) for those employees.**

- The infectious period is the 48-hours prior to the onset of symptoms, or 48 hours prior to a positive test if the person is asymptomatic.
- The worksite is defined as the building, store, facility, agricultural field, or other location(s) where the employee worked but excludes those floors or areas that the COVID-19+ employee did not enter.

Communications should be sent to employees in the manner normally used to communicate with the employees (can be email, text, or personal service) advising that, although someone in their workplace was tested positive, all Close Contacts were identified and everyone else may continue to work as usual. Encourage employees to continue to monitor their own health and watch for symptoms over the following 10 days. To protect employee privacy, do not identify any details about the COVID-19 positive employee or their identified Close Contacts, including their classification, in the general notification.

Include the following information in this general notice:

- Information on potential COVID-19-related benefits, including the availability of:
  - Workers' compensation benefits if the employee becomes ill as a result of the workplace exposure;
  - COVID-19-related leave benefits that may be available during their mandatory quarantine; and
  - Sick leave or any other state mandated leave, supplemental sick leave, or negotiated leave
- Anti-retaliation and anti-discrimination protections; and
- The disinfection and safety plan to be implemented, which must also be consistent with the guidelines from the Centers for Disease Control (CDC) and adopted by the City Administrator for facilities.

Attached is a sample template email notification that can be used containing the required elements.

In situations where there are multiple departments within a common space or building where the COVID+ employee worked during the infectious period, the DPO should forward the notification to the other departmental DPOs for distribution to their employees.

**If the COVID-positive employee was not at the workplace during the investigatory period, no General Advisory communication is required.** Departments may opt to send a general advisory acknowledging that an employee in the department has tested positive but was not at the worksite during the infectious period and reassuring employees that they have not been exposed.

A sample template email notification is included in Attachment B.

**7. If there were subcontracted employees at the CCSF worksite (defined above) during the infectious period of a COVID-19+ employee (defined above), send a general notice to that employer along with the disinfection and safety plan to be implemented.**

A sample template is included in Attachment B.

## 8. Reporting Requirements:

**To DHR:** Authorized users must report the information gathered in the attached COVID-19 Reporting template using the electronic **ServiceNow “COVID-19 Workplace Contact Investigation” Electronic Reporting Tool** within 24 hours. The tool is designed to allow the user to select the COVID positive employee and any identified Close Contacts from a drop-down menu that includes the employee’s home department from the HR database. Attached is an interview template that can be used when obtaining information from the employee. The information obtained is employer-held confidential medical information and will be accessible only to authorized users as approved by DHR.

**To DPH:** If this is the third COVID positive employee within a two-week period in your department, you are required to immediately to report the cluster of cases to the Department of Public Health at: [workplacesites@sfdph.org](mailto:workplacesites@sfdph.org).

### Resources and references:

A. What to do if someone at the workplace tested positive for COVID-19?

[www.sfcddcp.org/covid19-positive-workplace](http://www.sfcddcp.org/covid19-positive-workplace)

B, Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts Updated 12//17/2020 <https://www.sfcddcp.org/wp-content/uploads/2020/12/Guidance-Quarantine-Duration.pdf>

General Exposure Advisory (Updated 12/4/2020) [www.sfcddcp.org/exposure-advisory](http://www.sfcddcp.org/exposure-advisory)

D.

\*\* Essential COVID-19 Response Workers includes healthcare workers, laboratory personnel handling COVID-19 specimens, morgue workers, first responders, law enforcement, sanitation workers, 911 and 311 operators, emergency management personnel, individuals assigned to work as Disaster Service Workers, and individuals who work in long-term care facilities or homeless shelters.

**Attachment A: Interview Template for Workplace COVID-19 Contact Investigation**

**Employee Name:** \_\_\_\_\_ **DSW #:** \_\_\_\_\_

**Name of Individual Interviewing COVID-19 Positive Employee:** \_\_\_\_\_

**Date Conducted:** \_\_\_\_\_

1. Date of symptom onset \_\_\_\_\_
2. Date COVID-19 test \_\_\_\_\_
3. Test Location (i.e. CityTestSF, Kaiser, Blue Shield, United Healthcare PPO, Other) \_\_\_\_\_
4. Date 48 hours before onset of symptoms, or 48 hours before tested if asymptomatic \_\_\_\_\_
5. Are you aware of any Close Contacts\* with COVID-19 positive individuals outside of work (in household, gatherings, meals, other jobs)? Yes or No

Identify all Close Contacts in the 48 hours before onset of symptoms, or 48 hours before tested if asymptomatic (as noted in Question #4):

- Were you at work in the time window above? Yes or No  
*If the employee was not at work preceding the illness or positive result, there are no Close Contacts and you may skip the rest of this inquiry and proceed to Next Steps below.*
- When was your last day and time at the office or at the work site? \_\_\_\_\_
- Were there times at any point when you did not wear PPE? Yes/No. If yes, where? (i.e. break room while eating lunch room, conference room) \_\_\_\_\_
- Did you go to different areas/locations (i.e. for meetings, interactions, gatherings)? If so, identify the specific areas of the workplace the employee was in during the 48-hour investigatory period, including which floors of the building, lobbies, elevators, and restrooms that the employee entered.  
\_\_\_\_\_  
\_\_\_\_\_
- Did you carpool with co-workers, if so with whom?  
\_\_\_\_\_
- Did you have a \*Close Contact (i.e. share breaks or have interactions without face covering with other coworkers including any employees of subcontractors, meal breaks, cigarette breaks). If so, please list City employees below and include DSW#.  
**Name:** \_\_\_\_\_ **DSW#** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **DSW#** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **DSW#** \_\_\_\_\_

**\*Close Contacts are defined as interactions with a COVID positive person who:**  
*stayed within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether either party wore a facemask, or had direct contact with the COVID-19 positives' body fluids or secretions while they were not wearing a face covering, gown, and gloves.*

**Next Steps:**

1. If the employee identified Close Contacts with other employees, call each employee to advise of the Close Contact and the need to quarantine for 10 days from the date of their last contact with the COVID positive employee. **DO NOT IDENTIFY THE COVID-19 positive employee** in this communication, as this is

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employer-held confidential medical information. Follow up with an email or letter. A Close Contact notification template is attached that contains information required by Cal/OSHA.

2. If there were no Close Contacts identified, your investigation is complete. Send a General Advisory communication if the COVID-19 positive employee was at the worksite during the investigatory period with a copy to the affected unions. If the COVID-19 positive employee was not at the worksite during the investigatory period, no additional advisories are required and the Department may decide whether or not to send a General Advisory reassuring employees that, while an employee has tested positive, no workplace exposure has occurred.
3. If there were any subcontracted employees present at the specific worksite during the infectious period, send a notice to the management contacts for the subcontracted employer that includes the date range for the infectious period of the COVID-19 positive employee and the specific work areas where an exposure may have occurred.
4. The authorized user must input this information into the ServiceNow COVID-19 Electronic Reporting Tool.

## Attachment B: Notification Templates

### 1. Template for Notifying Workplace Close Contact(s) - REQUIRED

Dear (insert name of Close Contact),

Per our conversation, you have been exposed to COVID-19 through a “close contact” at work. We are sorry that this has occurred and are hoping to learn from this event in order to protect employees in the future. As required by the City Administrator, we have implemented the disinfection/cleaning protocols for the worksite. This includes cleaning and disinfecting the immediate work areas, bathrooms, and all common areas that may have been used by a COVID-19 positive employee.

This notice to you is required by law and contains important information about your quarantine, return to work, and leave benefits.

**Quarantine Instructions:** You must quarantine for 10 days beginning (*insert the date 48 hours before onset of symptoms, or 48 hours before tested if asymptomatic of the COVID positive person*). If you continue to feel well, you may return to work on (*insert RTW date*) unless telecommuting during this time is approved by your supervisor. You are welcome to contact the City’s Nurse Triage Line at 855-850-2249 with questions about your quarantine.

**Testing:** We encourage you to get tested for COVID-19. Ideally, this is most beneficial on day six (6) after your exposure. Testing for City Employees is available through CityTestSF or through your health provider at no cost to you. Testing options can be found at: <https://sf.gov/find-out-about-your-covid-19-testing-options>

**Monitor for Symptoms:** Follow your health closely for any possible development of symptoms over the next 10 days. Symptoms of infection can include:

- fever of 100.4°F (38°C) or more
- shivering or chills
- cough
- trouble breathing or short of breath
- tiredness or fatigue
- muscle or body aches
- loss of sense of smell or taste
- headache
- sore throat
- persistent runny nose (not from allergies)
- diarrhea
- nausea or vomiting

**Leave Benefits During Quarantine:** Employees exposed to COVID-19 in the workplace receive Paid Administrative Leave during quarantine when there is a workplace exposure and telecommuting is not available.

**Eligibility for Workers’ Compensation Benefits:** If you become ill with COVID-19 within this quarantine period, you may be eligible for Workers’ Compensation Benefits. If this happens, please contact



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me immediately at (*insert phone number*). To be eligible, you must show a positive test result from a lab. I will send you (or have included) a Workers' Compensation Claim Form to complete if this happens. The City's Workers' Compensation Claims Administrator will determine your eligibility.

Workers' Compensation leave benefits are set by state law. Eligible employees are required to use any available State or Federal COVID-19 leave benefits before any workers' compensation temporary disability benefits or industrial disability benefits can be paid.

**Report Hazards:** Employees are urged to report any possible exposures or hazards to their supervisor, manager, or safety professional in their departments. City employees may also report unsafe or unhealthy conditions by emailing DHR at [DHRCitySafety@sfgov.org](mailto:DHRCitySafety@sfgov.org), or by calling the **DHR Safety Reporting Line: 415-557-4999**.

**Protections for Employee from Retaliation:** The law and City policy also prohibit retaliation against any employee for filing a complaint about practices they believe are discriminatory or for participating in an investigation, proceeding, or hearing conducted by the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing. If you believe you have been retaliated against, you should report it to your supervisor or manager, or, you may call the DHR Harassment Helpline at (415) 557-4900 for guidance.

**Protections for Employees from Discrimination:** Employers may not discriminate against an employee because of this workplace exposure that requires you to quarantine. Please immediately report any harassing, retaliatory, or discriminatory behavior that you experience. For information and assistance on the complaint procedure, you may call the DHR Harassment Helpline at (415) 557-4900.

We hope that all goes well for you during this time. If you have any further questions, please do not hesitate to contact me. Additional resources can be found on the Department of Human Resources Webpage at: <https://sfdhr.org/covid-19>

Sincerely,

[*Sign department contact with contact information*]

## 2. Sample email for General Advisory Communication to all staff about COVID-19 Exposure in the Workplace - REQUIRED

Dear Colleagues,

We are writing to share the information that a coworker has tested positive for COVID-19. Any employees who may have been exposed has been individually notified and must quarantine for 10 days. We have also initiated the required cleaning and disinfection of all areas where the positive employee worked, consistent with the City Administrator's guidelines.

This is a general advisory to remind all employees of the importance of continuing to follow all safety guidance. To be cautious, we ask that you follow your health closely for any possible development of symptoms over the next 14 days. Symptoms include:

- fever of 100.4°F (38°C) or more
- shivering or chills
- cough
- trouble breathing or short of breath
- tiredness or fatigue
- muscle or body aches
- loss of sense of smell or taste
- headache
- sore throat
- persistent runny nose (not from allergies)
- diarrhea
- nausea or vomiting

Employees are welcome to contact the City's Nurse Triage Line at 855-850-2249 with questions. For further reassurance, you may seek testing through your healthcare provider.

As COVID-19 positive results continue to grow in our communities, it is likely that we will have further COVID-19 cases with colleagues. This highlights the need to remain vigilant in our activities to reduce infections by adhering to the facial covering requirement, by practicing and maintaining physical distancing, and by continuing to support hand hygiene. Screen for symptoms daily, and do not come to the worksite if you feel sick.

If you contract COVID-19, report it to your supervisor, manager, or departmental personnel officer immediately. The City provides the following benefits and protections to employees:

**Leave Benefits During Quarantine:** Employees exposed to COVID-19 in the workplace receive Paid Administrative Leave during quarantine when there is a workplace exposure and telecommuting is not available.

**Eligibility for Workers' Compensation Benefits:** Employees who become ill with COVID-19 due to an exposure in the workplace are eligible for Workers' Compensation Benefits. If this happens, please contact me immediately at (*insert phone number*). To be eligible, you must show a positive test result from a lab. I will send you (or have included) a Workers' Compensation Claim Form to complete if this happens. The City's Workers' Compensation Claims Administrator will determine your eligibility.

Workers' Compensation leave benefits are set by state law. Eligible employees are required to use any available State or Federal COVID-19 leave benefits before any workers' compensation temporary disability benefits or industrial disability benefits can be paid.

**Report Hazards:** Employees are urged to report any possible exposures or hazards to their supervisor, manager, or safety professional in their departments. City employees may also report unsafe or unhealthy conditions by emailing DHR at [DHRCitySafety@sfgov.org](mailto:DHRCitySafety@sfgov.org), or by calling the **DHR Safety Reporting Line: 415-557-4999**.

**Protections for Employee from Retaliation:** The law and City policy also prohibit retaliation against any employee for filing a complaint about practices they believe are discriminatory or for participating in an investigation, proceeding, or hearing conducted by the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing. If you believe you have been retaliated against, you should report it to your supervisor or manager, or, you may call the DHR Harassment Helpline at (415) 557-4900 for guidance.

**Protections for Employees from Discrimination:** Employers may not discriminate against an employee because of this workplace exposure that requires you to quarantine. Please immediately report any harassing, retaliatory, or discriminatory behavior that you experience. For information and assistance on the complaint procedure, you may call the DHR Harassment Helpline at (415) 557-4900.

*CC: Union Representative(s) of Any Employees Present at the Worksite during the infectious period. (For an updated email contact list, go to <https://sfdhr.org/covid-19#Labor>)*

**Resources:**

- A. What to do if someone at the workplace tested positive for COVID-19? [www.sfdcp.org/covid19-positive-workplace](http://www.sfdcp.org/covid19-positive-workplace)
- B. Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts updated 12-17-2020 <https://www.sfdcp.org/wp-content/uploads/2020/12/Guidance-Quarantine-Duration.pdf>
- C. General Exposure Advisory (Updated -12/4/2020) [www.sfdcp.org/exposure-advisory](http://www.sfdcp.org/exposure-advisory)

**3. Sample Notification to Independent Contractors and/or other Non-CCSF Employers at a Worksite within 1 Business Day– REQUIRED**

Attention (Insert Management Contact for Any Subcontractors/Non-CCSF Employees)

RE: Notice of Potential Exposure to COVID-10 at [*Insert address of worksite or other identifying information*]

Please be advised that a (*insert Department*) employee has tested positive for COVID-19. The infectious period is from (*Insert date range for 48 hours prior to positive test or the onset of symptoms*). The location includes the following spaces: (*list specific work areas that the COVID-19 positive employee may have entered, such as bathrooms, shared conference rooms or work areas*)

To ensure safety for all at the workplace, please contact any of your employees who may have been present during this time and at these locations to determine if they may have been within 6 feet of a CCSF employee for more than 15 minutes over a 24-hour period, whether masked or unmasked. If so, those employees must quarantine for 14 days.

We have initiated our cleaning and disinfection protocols, consistent with the City Administrator’s guidelines.

**Resources:**

- A. What to do if someone at the workplace tested positive for COVID-19?  
[www.sfcddcp.org/covid19-positive-workplace](http://www.sfcddcp.org/covid19-positive-workplace)
- B. Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts (updated 11-29-2020) <https://www.sfdph.org/dph/alerts/covid-guidance/Guidance-Isolation-and-Quarantine.pdf>
- C. General Exposure Advisory (Updated -12/4/2020) [www.sfcddcp.org/exposure-advisory](http://www.sfcddcp.org/exposure-advisory)
- D. When may someone return to work after self-isolation (updated 12-1-2020)  
<https://www.sfdph.org/dph/files/ig/Return-to-Work-Leaving-Isolation.pdf>

**4. Sample General Notification to Staff – No Workplace Exposure (OPTIONAL)**

Dear Colleagues,

We are writing to let you know that a coworker has tested positive for COVID-19.

Upon review of the details of their situation, there is no workplace exposure and no need to act or perform differently. As with all city employees, you are welcome to seek testing at CityTestSF or from your healthcare provider for further reassurance.

As COVID-19 positive results continue to grow in our communities, it is likely that we will have further COVID-19 cases with colleagues. This highlights the need to remain vigilant in our activities to reduce infections: by requiring facial covering, by practicing and maintaining social distancing, eliminating the sharing of items such as pens, and keeping your hands and work areas clean.

Please continue to monitor your health for any symptoms, and do not come to the workplace if you feel sick.

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Symptoms include:

- fever of 100.4°F (38°C) or more
- shivering or chills
- cough
- trouble breathing or short of breath
- tiredness or fatigue
- muscle or body aches
- loss of sense of smell or taste
- headache
- sore throat
- persistent runny nose (not from allergies)
- diarrhea
- nausea or vomiting

We wish our colleague well and look forward to their healthy return to the worksite. Available resources are listed below.

### **Resources:**

- A. What to do if someone at the workplace tested positive for COVID-19?  
[www.sfcddcp.org/covid19-positive-workplace](http://www.sfcddcp.org/covid19-positive-workplace)
- B. Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts (updated 12-17-2020)  
<https://www.sfcddcp.org/wp-content/uploads/2020/12/Guidance-Quarantine-Duration.pdf>
- C. General Exposure Advisory (Updated -12/4/2020) [www.sfcddcp.org/exposure-advisory](http://www.sfcddcp.org/exposure-advisory)