MANAGING COVID-19 AND MAINTAINING SAFE AND HEALTHY WORKSITES

4/7/2022, 5/12/2022, 7/25/2022, 1/10/2023, 2/15/2023, 3/1/2023, 3/15/2023,
Revision July 14, 2023

7/14/23 Revision update.
California Department of Public Health has updated the definition of a COVID-19 outbreak to be at least 3 cases in a 7-day period.

Overview

The state and local COVID-19 health emergencies have ended effective 3/1/2023. CDPH is moving away from more restrictive quarantine measures and is aligning further with CDC recommendations. Cal/OSHA determines state-wide work rules and is adopting the CDPH updated isolation and quarantine guidance.

Though the public health emergency is over, COVID-19 is still present in our communities. DHR policies will continue to evolve in keeping with the understanding, science, and prevalence of COVID-19. Policies will focus on steps to support and maintain healthy and safe work environments.

All City departments must adopt and follow the requirements in the policy as outlined below, including contractors and volunteers.

Masking Requirements in the Workplace:
Effective March 1, 2023, and pursuant to guidance from the state and local health officers, masking is strongly recommended but no longer required in CCSF worksites for both employees and the public. Pursuant to S.F. Health Officer Order No. 2023-01, in healthcare facilities, such as acute care hospitals, clinical environments, and jails, the masking requirements remain in place when there is shared airspace with patients, residents, and/or people who are incarcerated. Staff may remove their masks only if other staff but no patients, residents, or people who are incarcerated are present (e.g., break rooms, conference rooms). Within a setting where masking is not required, employees may choose to continue to wear a face mask. Departments must provide face masks if requested.

Masking is required indoors and outdoors (when closer than six feet to others) for 10 days after a close contact exposure, and after the period of isolation for a recent COVID-19 infection for 10 days.
Masking is required in the setting of a workplace outbreak (3 or more cases within a 7-day period), until the area is no longer in outbreak status. Employees may request provision of an N95 mask in the setting of an outbreak.

Acceptable face masks include a well-fitting, non-vented respirator, such as N95, KN95, or KF94. A well-fitting surgical/procedural mask with a cloth mask worn over it is also acceptable. Cloth masks alone are no longer recommended.

**Close Contact Exposure to COVID-19:**
Recognizing that COVID-19 spreads by aerosol, employees distant from a case can be considered exposed. Close Contact is defined as sharing the same indoor airspace with a COVID-19 positive individual for greater than 15 minutes over a 24-hour period, while the person is in their infectious period (up to 48 hours prior to development of symptoms). In the rare setting of very larger indoor airspace (greater than 400,000 cubic feet per floor): a close contact means being within 6 feet of a COVID-19 positive individual for a cumulative total of 15 minutes or more over a 24-hour period while the person is in their infectious period. This close contact definition in the very large indoor space is similar to the definition used prior to the Cal/OSHA updates in July 2022.

All employees who have had a close contact to a person testing positive for COVID-19 will adhere to the following steps:
- Continue to come to work; no need to quarantine unless they have symptoms.
- They **must** wear a mask for 10 days following the COVID-19 exposure.
- They **may** test (preferably a rapid antigen test) between days 3 - 5 after a close contact exposure, and upload those results to People & Pay.
- They **must** continue to monitor for the development of any COVID-19 symptoms, and isolate, test, and seek care as needed.

**Testing in the Setting of an Outbreak**
If there is a workplace outbreak in a setting, defined as 3 or more cases in a 7-day period, (or a major outbreak defined as 20 or more cases in a 30-day period) **testing is required**: on days 3 through 5 after the outbreak starts and then weekly until the setting is out of outbreak status. If it is a major outbreak, testing is required on days 3 through 5 after the major outbreak starts and then twice weekly until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period, at which time testing reverts to weekly until the outbreak is resolved.

Outbreaks are considered resolved when there are one or fewer cases in a 14-day period. If an employee is unable to test or chooses not to test, the employee must leave the worksite after five days for the remainder of the outbreak. Where the employee is not compliant with required surveillance testing, disciplinary action should be considered. Telecommuting should be offered if feasible.
Managin COVID-19 and Maintaining Safe and Healthy Worksites
July 14, 2023

<table>
<thead>
<tr>
<th>Close contact</th>
<th>Well Fitting Face Mask</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 once per day on days 3-5</td>
</tr>
<tr>
<td>Close Contact in Major Outbreak</td>
<td>Required &gt;14 days</td>
<td>Required once per day on days 3-5, then weekly</td>
</tr>
<tr>
<td>COVID infection in &lt;30 days in Outbreak</td>
<td>Required &gt;14 days</td>
<td>No testing, unless symptoms</td>
</tr>
</tbody>
</table>

Employees are included in the outbreak when they have been present on site during the COVID-positive individual’s infectious period (i.e., 2 days prior to development of symptoms, or 2 days prior to the date of collection of the positive COVID-19 test for an asymptomatic person), or anytime during outbreak status.

**COVID-19 Symptom Screening:**
Health screening remains an important tool in preventing the spread of COVID-19. Departments must require employees to be free of new or otherwise unexplained COVID-19 symptoms before reporting to the workplace each day. While the City no longer requires employees to submit answers to the symptom questionnaire, City employees are required to assess their health on a daily basis. Employees who report to work in person must be free of symptoms of COVID-19 infection that are either new or not explained by another non-COVID-19 reason (including fever at or above 100.4 degrees F, chills, sweats, cough, shortness of breath, sore throat, persistent sneezing or runny nose, difficulty breathing, fatigue, body aches, headache, loss of smell or taste, nausea, vomiting, or diarrhea). Employees who feel ill should not report to on-site work and stay in contact with their supervisor.

**After Positive COVID-19 Test:**
Isolation and quarantine requirements are adjusted based on the severity of COVID-19 symptoms. Employees who have completed a 5-day isolation from the beginning of symptoms (or if asymptomatic from the date of the test) and whose symptoms are improving or resolved do not need any further testing after their initial diagnostic positive test, and may return to work. Testing to exit isolation sooner than 10 days is still required for health care personnel or Emergency Medical Services personnel. Employees in health care and Emergency Medical Services must have a negative rapid antigen test run on or after day 5.

If fevers persist, isolation should continue until 24 hours after resolution of fever.
If symptoms other than fever are not improving, continue isolation until symptoms are improving or until after day 10.
Confirmed cases with severe symptoms or those with high risk of serious disease should contact their health care provider for available treatments.
Employees with recent infection should continue to mask for a total of 10 days. These employees may remove their mask sooner than day 10 with two sequential negative tests done at least one day apart.

Employees infected with COVID-19 within the previous 30 days do not need to be tested (even in an outbreak setting) unless symptoms develop, at which time rapid antigen testing is the preferred test.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Symptoms</th>
<th>Isolation or Quarantine</th>
<th>Test to End work restrictions</th>
<th>Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID Positive</td>
<td>None, or mild and resolving, no fever</td>
<td>5 Days*</td>
<td>Not Required*</td>
<td>10 days**</td>
</tr>
<tr>
<td></td>
<td>Fever</td>
<td>&gt;5 Days – leave isolation 24 hours after resolution of fever</td>
<td>Not Required*</td>
<td>10 days**</td>
</tr>
<tr>
<td></td>
<td>Symptoms not improving***</td>
<td>10 Days</td>
<td>Not Required</td>
<td>10 days</td>
</tr>
<tr>
<td>Close Contact</td>
<td>No symptoms</td>
<td>none</td>
<td>Recommend test Day 3-5 after exposure</td>
<td>10 days</td>
</tr>
<tr>
<td></td>
<td>If symptoms develop, follow rules for Covid-like symptoms</td>
<td>~5 day</td>
<td>Test at symptom onset, if negative and still symptoms repeat test in 1-2 days</td>
<td>10 days</td>
</tr>
<tr>
<td>COVID like symptoms</td>
<td>Isolate and test, continue to isolate if symptoms persist, even if test is negative</td>
<td>~5 day</td>
<td>Test at symptom onset, if negative and still symptoms repeat test in 1-2 days</td>
<td>10 days</td>
</tr>
</tbody>
</table>

*Healthcare personnel and Emergency Medical Services personnel are required to document a negative test done on or after day 5 to exit quarantine sooner than day 10.

** Two sequential negative rapid tests can be done at least one day apart and uploaded to People & Pay to unmask earlier than day 10.

***Employees with persistent symptoms may seek clinical attention.

Employee COVID-19 test results must be uploaded by the employee in the self-service portal in People & Pay as soon as possible and before they return to the workplace. For employees without regular access to a computer or internet service, departments may assist the employee with uploading test results.
General Prevention:  
Practicing regular hand hygiene, including regular cleaning of your workspace continues to be recommended.  
The practice of physical social distancing is encouraged where possible.

Tracking of COVID-19:  
Departments must continue to track COVID-19 prevalence amongst their staff. Management of exposure and workplace contact tracing is expected and detailed in the documents below.

Reporting of Outbreaks:  
A COVID-19 outbreak is defined as more than 3 cases in a given work area over a 7-day period.  
A major outbreak is 20 or more cases over a 30-day period. Outbreaks must be reported to DHR to fiona.wilson@sfgov.org. Detailed management of outbreaks is contained in the policy referenced below. Reporting requirements remain in place until policy is further updated.

Resources:  
DHR: Managing workplace exposure and case investigation:  

DHR: Managing Outbreaks/Multiple infections of COVID-19  

DHR Link and instructions for uploading to People & Pay:  