



MANAGING EXPOSURE TO COVID-19
GUIDANCE FOR CITY EMPLOYEES

Updated 5/6/2020

1) How to protect yourself

- (a) Clean your hands often
 - i) Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ii) If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - iii) Avoid touching your eyes, nose, and mouth with unwashed hands.
- (b) Avoid close contact with people and practice [physical distancing](#). Stay at least six feet apart from others.
- (c) Wear a face covering at any time you are near other people outside of your home.

2) Follow the steps below if you have been in [Close Contact](#) with someone who tested positive for COVID-19 but you DO NOT have any symptoms.

- A Close Contact is someone who you were with up to 48 hours before they developed symptoms, for at least 10 minutes, and you were less than six feet apart. This does not apply to employees who were wearing appropriate personal protective equipment at the time of the exposure(s). The Department of Public Health contact tracing team will follow up with you directly if you have been determined to be a close contact of a confirmed case.
- (a) Get in touch with your health care provider or the Nurse Triage Hotline at 855-850-2249 to determine whether you need to quarantine. If you are advised to quarantine you should:
 - i) Stay home, except to seek medical care. Do not go to work, school or visit public areas. Avoid public transportation, ride-sharing, or taxis. Avoid visitors where you live and stay 6 feet away from members of your household.
 - ii) If you must be within 6 feet of others, wear a face covering.
 - iii) Avoid contact with people who are at a [higher risk of getting sick](#), pets and other animals.
 - iv) If you must go out for essential travel, go during off-peak hours, wear a face covering and stay 6 feet away from others.
 - (b) You are encouraged to notify your manager or supervisor. Your confidentiality will be protected.

- (c) Get tested. City employees that are deemed 'essential' and must leave their homes to perform their work duties, can schedule an appointment for a COVID-19 test at a [CityTestSF](#) location. You do not have to have symptoms to get tested.
- (d) Watch for symptoms. Take your temperature twice a day to check for fever.

3) Follow the steps below if you have COVID-19 symptoms.

- (a) Get tested. City employees that are deemed 'essential' and must leave their homes to perform their work duties, can schedule an appointment for a COVID-19 test at a [CityTestSF](#) location. Be sure to seek care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#). Call ahead before you get medical care.

4) Follow the steps below if you have a confirmed case of COVID-19. The below guidance will help to protect other people in your home and community from potential exposure.

- (a) Stay in touch with your health care provider. Many people with COVID-19 will have mild illness and can recover with the proper home care. If you need to visit a clinic or hospital, call ahead. Seek care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#). If you are advised to isolate you should:
 - i) Stay home. Stay away from family members or roommates. Designate a "sick room" if possible. Use a separate bathroom, if available, and do not share towels, bedding, dishes, or eating utensils or prepare food for others.
 - ii) Do not go out for essential supplies. Arrange to have these items delivered to your door. The City is providing [information and help](#) for people who have been affected by the coronavirus and need food.
 - iii) If you must be within 6 feet of others, wear a face covering.
- (b) You are encouraged to notify your manager or supervisor. Your confidentiality will be protected.
- (c) Do not return to work until your health care provider advises you that it is safe to return.
- (d) Additional guidelines for those who have symptoms or have a confirmed case of COVID-19 can be found [here](#).

5) Follow these [recommendations](#) for cleaning and disinfecting households with people suspected or confirmed to have COVID-19.