



## Managing Outbreaks/Multiple Infections of COVID-19 1/27/2021

**Overview:** Assembly Bill 685 and Cal/OSHA emergency regulations now 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 specified 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 from the date of the first known COVID-19 positive individual. The outbreak is over when there are no new COVID-19 cases detected in the exposed workplace for a 14-day period.

A “major outbreak” is defined as 20 or more COVID-19 cases in the exposed workplace within a 30-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 does not include buildings, floors, or other parts of facilities not entered by a COVID-19 case. It also does not include areas where masked workers momentarily pass through without interacting or congregating with each other. It includes only those locations where transmission was more likely.

**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.

### Procedures for Reporting and Responding to an Outbreak:

1. Notify the SF Department of Public Health (SFDPH) immediately, but no later than 48 hours after you know of the outbreak by emailing them at: [Workplacesites@sfdph.org](mailto:Workplacesites@sfdph.org). They will contact you to help determine the cause of the outbreak and what can be done to prevent further outbreaks. SFDPH needs the following information on the COVID case(s) and where they were working:
  - a. Name
  - b. Contact information
  - c. Occupation
  - d. Workplace location and address
  - e. Whether hospitalized or died (if known)
  - f. North American Industry Classification Code (NAIC) of the workplace (go to <https://www.naics.com/search/> to find the code)

2. Follow the protocols in the Workplace Contact Tracing Guidance issued by DHR at: <https://sfdhr.org/sites/default/files/documents/COVID-19/Management-COVID-19-Workplace-Investigations-and-Staff-Notifications.pdf> including sending required notifications to close contacts and general advisories, and report all COVID-19 positive cases and any identified “close contacts” to the Department of Human Resources using the ServiceNow COVID-19 Electronic Reporting Tool
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>)
4. Offer employees who were present in the exposed workplace during the infectious period the opportunity to seek a COVID-19 test immediately, and again one week later. Employees must be allowed to test during working hours. Tests can be sought at CityTestSF. If there are 10 or more employees in the exposed workplace who require testing, or, if the provision of testing off-site would create critical staffing shortages during working hours, contact Peggy Sugarman at [peggy.sugarman@sfgov.org](mailto:peggy.sugarman@sfgov.org) or Fiona Wilson, MD at [fiona.wilson@sfgov.org](mailto:fiona.wilson@sfgov.org) to see whether mobile outbreak testing services are available.
5. Continue to offer testing to employees who were present in the exposed workplace during the infectious period on a weekly basis until 14 days have passed with no new COVID-19 cases. If this is a major outbreak, continue to offer twice weekly testing until 14 days have passed with no new COVID-19 cases.

For questions, contact Peggy Sugarman [peggy.sugarman@sfgov.org](mailto:peggy.sugarman@sfgov.org) or her assistant, Helene Paz [helene.paz@sfgov.org](mailto:helene.paz@sfgov.org)