



COVID-19 Exposure  
Control Plan  
December 2020

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## POLICY OVERVIEW

Since the outbreak of COVID-19 Therma has followed all State, Government, and CDC guidelines to reduce contamination in our workplace including sending our entire office and field workforce home, hosting virtual meetings, and delaying non-essential work and requiring any staff who display any of the main symptoms to self-isolate and not return to work without clearance from a licensed health care professional. Due to the fluid nature of COVID-19 this policy is subject to change and may vary by Federal, State or local ordinance(s).

With the recent requests for GC's to reopen sites for 'Essential Work and Services,' Therma has created this 'COVID-19 Exposure Control Plan'. This policy is an addition to Therma's current policies, all of which remain in effect.

Failure to comply with this policy may constitute grounds for disciplinary action, up to and including dismissal from employment.

## SCOPE

- This policy is intended to provide clarity and information for General Contractors and Therma employees on the protocols and procedures for returning to work after California's shelter in place order has been rescinded or modified to allow for a return to work.
- This policy applies to all active job sites immediately.

## RESPONSIBLE PARTIES

- The Executive Leadership Team (ELT) is responsible for the implementation of the 'COVID-19 Exposure Control Plan'.
- Therma's Field Leadership (Superintendents, General Foremen, and Foremen) shall be responsible and accountable for executing the plan in the field.
- The individual employees are responsible and accountable for following the protocols identified in this policy.
- Therma Safety Team and Foremen are advisors to all parties and responsible for assisting in training, inspecting and observing job sites and behaviors.

## GENERAL POLICY

1. All employees who choose to work do so voluntarily, and no employee shall not be forced to work on a project. An employee may choose to leave a project without fear of reprisal.
2. No worker who displays the following symptoms may work on any active Therma project
  - a. Fever
    - i. Fever in adults is a temperature of 38°C (100.4°F) or above.
    - ii. Therma will not administer temperature checks unless requested by the GC.
  - b. Sudden onset, persistent dry cough
  - c. Unexplained tiredness
  - d. Shortness of breath

- e. In some cases, loss of sense of smell and taste has been an early indicator.
3. No worker shall be permitted to work who in the last 14 days has:
  - a. Been diagnosed with COVID-19
  - b. Been exposed to an individual diagnosed with COVID-19
  - c. Have had close contact with someone suspected of having COVID-19
  - d. Not been in full compliance with the recently lifted shelter in place order
4. No worker who meets any of the conditions stated in item 2 shall be permitted to return to work until they have been asymptomatic for 14 days.
5. No worker who meets any of the conditions in item 3 shall be permitted to return to work until they have satisfied the quarantine requirements as set forth by the CDC.
6. Therma employees must be authorized by his/her supervisor before returning to work. Any Therma employee who has not been authorized is prohibited from working at any active job sites.
7. Return to work authorization will not be granted until the employee has completed the Illness Health Assessment Questionnaire. (See: Appendix D)
8. If a General Contractor requires temperature measuring on job sites, Therma will comply with that request.
  - a. Due to the community spread of COVID-19, the CDC and the ADA have ruled that employers may measure their employees' body temperature.
  - b. Therma will do our best to be respectful of employee privacy regarding temperature checks.
  - c. Temperature results will be kept confidential.
9. Therma will provide face coverings which employees are expected to wear at all times. It is the employee's responsibility to properly care for and clean the provided face coverings. (See: Appendix B)
  - a. KN95 respirators will only be used for tasks which require a higher level of protection.

## PROCEDURE FOR REPORTING SYMPTOMS OF INFECTION

Any employee who develops the symptoms, or meets the requirements mentioned above after their initial return to work, must immediately notify their supervisor via telephone and leave the job site.

- Details of who they worked with, what task they were performing, and what equipment they used must be captured and reported on the incident report form. JHAs are a fast way to capture this information.
- The affected employee or their supervisor must submit the Illness Health Assessment Questionnaire. (See: Appendix D) and any additional information as soon as possible to Mike Fisher at [mfisher@therma.com](mailto:mfisher@therma.com).
- Once this information is captured, Mike Fisher will communicate any necessary information to the GC and Subcontractors (omitting any HIPAA or private information) in order for them to facilitate their exposure protocols.
- Therma shall maintain contact with employees who are exposed and monitor their well-being.

## MEDICAL INFORMATION REQUESTS & CONFIDENTIALITY

1. If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. As always, we expect and appreciate your cooperation when medical information is sought.
2. Our policy is to treat all medical information as confidential. Disclosure of medical information will be limited to supervisors, managers, safety personnel and government officials as required by law.

## BASIC PREVENTATIVE PROTOCOLS

### PERSONAL HYGIENE

1. Avoid physical contact with other workers (handshakes, fist bumps, etc.)
2. The worker shall wash their hands frequently throughout the day with soap and water for at least 20 seconds.
3. Where available, hot running water should be used.
4. In the event no running water is available hand sanitizer\* with at least 60% alcohol should be used.
5. Extra care must be taken when using shared equipment such as ladders, MEWP's, and portable tools. This equipment should be wiped down before and after each use.
6. Avoid touching your face, even with gloves, as the virus can be spread from surface to skin.
7. If you have to sneeze or cough, cover your mouth and nose with your flexed elbow to avoid spreading airborne particulate, even if you are not showing symptoms.

### WORK ENVIRONMENT PROTOCOLS

1. Ensure social and physical distancing is exercised. Attempt to maintain 6' of separation between workers, further if workers are elevated.
2. Avoid sharing tools and equipment where possible; wipe down tools.
3. Employees should attempt use his/her assigned vehicle, MEWP's or equipment on every shift.
4. When team lifting or working near others is required, extra caution must be taken.
5. Coordinate work to be away from other trades or workers but check in regularly with colleagues. Multiple shifts where permissible may help reduce crowding.
6. All Tool Box talks need to be done in groups of 10 or less with 6' of social distancing.
7. Breaks and lunches shall be staggered where permitted to reduce the occupancy of break areas.
8. Break areas shall be expanded to support social distancing requirements.
9. Only Therma employees will be allowed in job site trailers or offices.
10. Work performed in mechanical rooms must be limited to the smallest number of workers necessary to safely complete the task.

### ADVANCED PREVENTATIVE PROTOCOLS

- All storage boxes, cabinet surfaces, ladders, handrails, and guardrails shall be wiped down regularly throughout the day. This shall be achieved by keeping disinfectant

wipes\*, sprays, or a 0.5% bleach solution in a spray bottle in the work area. Special attention should be taken with all door handles and knobs in the work area.

- Therma will provide a disinfectant which will be used to spray over common areas.
- All chemical disinfectants must be provided by the Tool Room.

## POST WORK & ARRIVING HOME

- Once your shift is complete, to help minimize any risk to your household members, Therma recommends the following upon your safe arrival home:
- Remove your footwear before entering your house.
- Immediately put your outer layer of clothes into the washer yourself, do not allow family members to help.
- Disinfect any door handles you touched on entering the house.
- Shower and change into new clothes.

## FOREMAN ASSESSMENT SURVEY

To mitigate the community spread of COVID - 19, supervisors are required to review the recommendations outlined in the Foreman Assessment Survey (Appendix C) and complete the survey with their team each day before the start of work. Documenting the daily briefing is mandatory.

## OFFICE EMPLOYEE SELF-ASSESSMENT

All office employees are required to perform a health self-assessment prior to entering the office. Using the Envoy App and their mobile device employees are required to “Reserve a spot in the office” by answering the following questions.

1. Have you or anyone in your household had any of the following symptoms in the last 14 days: sore throat, cough, chills, body aches, shortness of breath, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?
3. To the best of your knowledge have you been in close proximity to any individual who has been exposed to or acquired COVID-19?

Answering “Yes” to any of these questions will deny entry into Therma’s office & will require that the employee to continue working remotely. Answers to the questions will be used to determine if employees are ready to work in the office. Responses are confidential.

## TRAINING

All employees are provided training:

- Upon program implementation
- During new hire orientation

- After program revisions/updates

All workers with reasonably anticipated occupational exposure to SARS-CoV-2 will be trained in the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training will include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases.

Workers required to use PPE will be trained. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE (29 CFR 1910.132), Eye and Face Protection (29 CFR 1910.133), Hand Protection (29 CFR 1910.138), and Respiratory Protection (29 CFR 1910.134) standards.

## EMPLOYEE COMMUNICATION

The COVID-19 Exposure plan is communicated to all employees by directing employees to [safety.therma.com](http://safety.therma.com). The website provides information on Prevention Procedures, Testing, Symptoms & illnesses relating to COVID-19 and the process for employees to report exposures.

## RETALIATION

Under this policy, no adverse action is to be taken against an employee who reports, complains about or participates in the reporting of a possible COVID 19 exposure(s).

## RESPONDING TO A CONFIRMED CASE

In the event a confirmed COVID-19 case is reported, the following steps will be taken:

**Step 1:** Ensure that workers with COVID-19 do not come to the worksite or are sent home immediately

**Step 2:** Instruct the worker to isolate for 10 days from the date they tested positive and, if symptomatic, 24 hours after resolutions of fever without the use of fever-reducing medications and improvement in any other symptoms; (whichever is longer). Provide worker with the Home Isolation and Quarantine Guidelines handout

**Step 3:** Initiate contact tracing

**Step 4:** Notify employees that may have been exposed to the infected worker beginning 2 days before the infected person had symptoms or tested positive (see Notice of Potential Exposure below)

**Step 5:** Initiate public health department reporting (see Case Notification below)

**Step 6:** Report the confirmed case to general contractor/owner

**Step 7:** Initiate sanitizing & cleaning of the area where the employee worked

## RESPONDING TO A SUSPECTED CASE

### **Step 1:** Exclude the Worker from the Worksite

Ensure that workers with COVID-19 symptoms do not come to the worksite or are sent home immediately if they develop COVID-19 symptoms while at the worksite.

If, upon arrival at the worksite or at any time during the workday, a worker appears to have any of the following symptoms, the worker should be immediately separated from others and sent home:

- Fever (subjective or measured)
- persistent cough;
- shortness of breath;
- chills;
- sore throat;
- nausea;
- vomiting;
- diarrhea;
- unusual and significant tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste or smell.

A worker who is working remotely should report experiencing any of these symptoms to his or her supervisor immediately if the worker has been at the worksite within 48 hours of first experiencing COVID-19 symptoms.

You may assess and discuss with the worker whether remote work is appropriate while he or she is at home. Employees are no longer considered contagious if they meet the criteria detailed in this [Return to Work letter](#). The County of Santa Clara discourages employers from requiring a medical note or a negative test to return to work as long as the criteria detailed are met.

### **Step 2:** Instruct the worker to get tested for COVID-19

Instruct the worker to get tested for COVID-19 as soon as possible through the worker's healthcare provider and to seek medical advice. Symptomatic individuals should not seek testing at a County pop-up testing site.

**If the worker tests negative for COVID-19**, the worker should remain at home until at least 24 hours after Resolution of fever (if any) and improvement in other symptoms.

**If the worker tests positive for COVID-19**, the worker must notify his or her supervisor immediately.

## IDENTIFYING & EVALUATION OF HAZARDS

Foremen and General Foremen are responsible for identifying workplace conditions that could result in a potential exposure. The process for identification and evaluation are:



1. Daily Personnel health assessment surveys shall be performed at the beginning of each work shift
2. Work site and work practice(s) inspections shall be performed periodically throughout the day

### CORRECTING COVID-19 HAZARDS

Once a COVID-19 hazard has been identified, unsafe or unhealthy conditions or practices will be corrected as soon as practically possible. When the condition is first observed and reported, the project manager and the foreman will take responsibility for the following:

1. Immediately ensure the affected area is isolated from workers so that employees are not exposed to the unsafe condition or practice while it remains in existence.
2. Immediately ensure the practice(s) is stopped so that employees are not exposed to the unsafe practice
3. Evaluate if feasible engineering controls can be used to minimize unsafe or unhealthy work conditions.
4. If engineering controls are impractical or not feasible, administrative controls will be used.
5. If engineering controls alone, or in a combination with administrative controls, are inadequate to correct the hazard, the use of personal protective equipment shall be considered.
6. Unsafe or unhealthy work practices will be immediately corrected by providing the affected employees with retraining in accordance with Section 4.0 of Therma's Injury and Illness Prevention Program.

All COVID-19 hazard shall be reported to the Safety Department and the COVID-19 Exposure Plan shall be evaluated to determine if procedural changes are required. When changes are made, affected employees will receive additional instruction.

### NOTICE OF POTENTIAL EXPOSURE

Individuals at the workplace who present a risk of infection of COVID-19 that potentially exposes other workers are considered "qualifying individuals" if they have:

1. Confirmation by a laboratory that they are positive for COVID-19;
2. A positive COVID-19 diagnosis from a licensed healthcare provider;
3. A COVID-19 order to isolate by a public health official; or
4. Died from COVID-19 as determined by either the County Health Department or as indicated by COVID-19 statistics

**Therma has** "received notice" of a potential COVID-19 exposure when one of the following notices are received:

1. From a public health official or licensed medical professional that an employee is a qualifying individual;
2. From an employee or their emergency contact that an employee is a qualifying individual;
3. Through an employer's testing protocol that an employee is a qualifying individual; or

4. To an employer or representative that a subcontracted employee is a qualifying individual

Once notice is received, written notice of the potential exposure must be provided to employees who were on the same premises at the same time beginning 2 days before the infected person had symptoms or tested positive. Notice must be provided within one business day of Therma receipt of the potential exposure.

Notices must comply with the following:

1. Be provided in a language understood by the majority of the employees;
2. Inform the employee they may have been exposed to COVID-19;
3. Sent by email or text
4. Contain information regarding benefits to which the employee may be entitled to because of the exposure; and
5. Identify disinfection and safety measures in response to the exposure (per CDC guidelines)

### WORKPLACE OUTBREAK CASE NOTIFICATION

An outbreak is defined as three or more laboratory-confirmed cases of COVID-19 within a two-week period among employees who live in different households. Outbreak case notification shall be made within 48 hours to the County Public Health Department from the time Therma becomes aware of the outbreak.

### MAJOR OUTBREAK CASE NOTIFICATION

A major outbreak is defined as twenty or more laboratory-confirmed cases of COVID-19 within a thirty-day period among employees who live in different households. Outbreak case notification shall be made within 48 hours to the County Public Health Department from the time Therma becomes aware of the outbreak.

### WORKPLACE SINGLE CASE NOTIFICATION

A single case is defined as an individual who has received:

1. Confirmation by a laboratory that they are positive for COVID-19;
2. A positive COVID-19 diagnosis from a licensed healthcare provider;
3. A COVID-19 order to isolate by a public health official; or
4. Died from COVID-19 as determined by either the County Health Department or as indicated by COVID-19 statistics

Single case notification shall be made within 4 hours to the County Department of Public Health from the time Therma becomes aware of the workplace case.

### OSHA REPORTING & RECORD KEEPING

A work-related exposure in the work environment would include interaction with people known to be infected with SARS-CoV-2 (the virus that causes COVID-19); working in the same area where people known to have been carrying SARS-CoV-2 had been; or sharing tools, materials or vehicles with persons known to have been carrying SARS-CoV-2. Given the disease's incubation period of 3 to 14 days, exposures will usually be determined after the fact. Pursuant to recent federal OSHA guidance, a COVID-19 case should generally be confirmed through testing to be recordable.

If there is not a known exposure that would trigger the presumption of work-relatedness, the employer must evaluate the employee's work duties and environment to determine the likelihood that the employee was exposed during the course of their employment. Factors to consider are:

- The type, extent and duration of contact the employee had at the work environment with other people, particularly the general public;
- Physical distancing and other controls that impact the likelihood of work-related exposure; and
- Whether the employee had work-related contact with anyone who exhibited signs and symptoms of COVID-19.

If a work-related COVID-19 case meets one of the following criteria, then the case will be recorded on 300, 300A OSHA logs:

- Death.
- Days away from work.
- Restricted work or transfer to another job.
- Medical treatment beyond first aid.
- Loss of consciousness.
- A significant injury or illness diagnosed by a physician or other licensed health care professional.

In the event a case is determined to be work related and meets the definition of a serious illness, the case will be reported. A serious illness includes, among other things, any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing. (See section 330(h).) This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest Cal/OSHA office. Reports must be made immediately, but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious illness.

## APPENDIX A: SUGGESTED PPE PLACEMENT & REMOVAL

### BEGINNING OF THE SHIFT

When arriving to work, it is suggested that the worker put on PPE while at their vehicle. By doing so, the worker can ensure a clean and controlled environment for both the placement and storage of their individual PPE. All PPE should be put on or placed with clean hands. Ensuring proper sanitization protocols should help to limit the possibility of exposure.

### END OF THE SHIFT

The worker should take all PPE with them at the end of the day. PPE should not be left on the job site, in tool boxes, gang box, or lock ups. PPE left on the job site removes worker control of personal protective equipment. When removing PPE, all items should be treated as if they may be contaminated. To limit possibility of exposure, PPE should be sanitized or cleaned and appropriately stored prior to repeat use.

After storing PPE, we recommend that the worker wash their hands or use an alcohol-based hand sanitizer before entering the vehicle. This may contribute to a properly controlled and clean environment for the future placement of PPE. It is recommended that all PPE items be stored in an area that is not subject to use by others until further sanitization efforts have been made if considered necessary by the worker. The following suggestions may help contribute to a more controlled PPE environment for the worker:

#### Gloves

Using some type of disinfectant on gloves is suggested prior to storing in vehicle.



#### Safety Glasses

Safety glasses should be removed without coming into contact with face or eyes. Wiping down glasses with disinfectant prior to storing in vehicle is recommended.



#### Hard Hats

Wiping down hard hat with disinfectant prior to storing in vehicle is suggested.



#### Face Covering

Face coverings should be removed without coming into contact with face or eyes. Having multiple face masks will allow for workers to clean and sanitize them regularly. It is recommended that a used face mask be securely stored until it has been sanitized or cleaned for repeat use.



## APPENDIX B: FACE COVERING CARE

### Care Instructions

- Machine wash, warm water, delicate setting is best for longevity of fabric
- Dry on warm dryer setting
- Remove as soon as dry to maintain shape and store in a Ziplock bag



# COVID-19

## FOREMAN ASSESSMENT SURVEY

Steps to mitigate the community spread



To mitigate the community spread of COVID - 19, supervisors are required to review the recommendations outlined below and complete the survey with their team each day before the start of work. Make sure your daily briefing is documented.

### **Recommendations to Stop the Spread of Germs:**

- If you have a fever, cough, shortness of breath, sore throat, nasal congestion/runny nose, or body aches, you must stay home.
- See Stay at Home Guidelines for more details.
- Regularly wash hands with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Practice social distancing (maintaining 6' distance from others).
- Avoid sharing personal items with coworkers (dishes, cups, utensils, towels, tools)
- Disinfect your workspace, tools and equipment daily

### **Questions for employees:**

1. Do you have signs of fever or measured (100.4F or greater) fever, cough, shortness of breath, sore throat, nasal congestions/runny nose, or body aches?
2. Have you, or anyone that you have been in close contact with (within 6 feet for at least 15 minutes), been diagnosed with COVID-19?
3. Have you been issued a public health order to enforce isolation, quarantine or conditional release related to COVID-19?

### **RESPONSES and ACTIONS:**

1. No to ALL questions, the worker(s) may begin and/or continue work.
2. **YES** to ANY question, the worker(s) is required to immediately leave the project and remain off work for the durations outlined in the Stay at Home Guidelines. (FEVER: Can return after a minimum 72 hours fever-free while not taking any fever reducing medications, AND symptoms significantly improved. SYMPTOMS without fever: Can return after a minimum 48 hours, AND symptoms significantly improved, AND no fever develops. Therma employees must call Mike Fisher prior to return to work).
3. **YES** to any question the supervisor must complete the Illness/Health Assessment Questionnaire and forward to Mike Fisher. (mfisher@therma.com)

# COVID-19 ILLNESS/HEALTH ASSESSMENT QUESTIONNAIRE

Key questions to ask when assessing close contact exposure



1. Are you experiencing any symptoms such as fever, cough or shortness of breath?

☐ Yes

☐ No

Comment:

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

CLOSE CONTACT is defined as:

- a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time: close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

-OR-

- b. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)

☐ Yes

☐ No

Comment:

3. Have you had close contact\* with anyone who may have COVID-19 but is yet to be confirmed?

☐ Yes

☐ No

Comment:

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

☐ Yes

☐ No

Comment:

5. Have you traveled internationally in the last 14 days?

☐ Yes

☐ No

Comment:

**By signing below, I certify that all the information is true and correct to the best of my knowledge.**

Employee Name: (print)

Employee Signature:

Date:

# Home Isolation & Quarantine Guidelines

## Isolation and Quarantine Steps for People Before and After COVID-19 Diagnostic Test Results

There are a number of reasons why you may need to be tested for COVID-19: (1) because you have symptoms of possible infection, (2) because you were in close contact with someone who was infectious with COVID-19, or (3) because you are in a job that recommends or requires testing. The directions below will help you to determine what you should do while you are waiting for your diagnostic test results, and what to do after your test results are available.

### What to do while you're waiting for test results:

(1) If you have any COVID-19 symptoms\*, follow the Isolation Steps while you are waiting for results.

*\*COVID-19 symptoms include:*

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle or body aches
- Fatigue
- Nausea, vomiting, or diarrhea
- Headache
- Loss of taste or smell

(2) If you have no symptoms but were in CLOSE CONTACT with a person who was infectious with COVID-19, follow the Quarantine Steps while you are waiting for your test results.

(3) If you do not have COVID-19 symptoms and are not a close contact, you just need to wait for your test results. You do not need to follow Isolation or Quarantine Steps.

**CLOSE CONTACT** of a COVID-19 positive person = someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person. Being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

### What to do after you get your test results:

If you test COVID-19 positive, follow the Isolation Steps.

If you test negative AND:

1. You were a close contact of a COVID-19 positive person  
⇒ continue to **follow the Quarantine Steps**.
2. You have COVID-19 symptoms\* but are not a Close Contact ⇒ **follow Isolation Steps** until 24 hours after resolution of fever and improvement of other symptoms (unless otherwise directed by the Public Health Department or a physician to stay home for longer)
3. You were not a close contact and have no COVID-19 symptoms ⇒ you can resume your regular activities.

### Restrictions & Information that Apply to BOTH Home Isolation & Home Quarantine:

#### Separate yourself from others:

- Stay at home except to seek medical care.
- Do not use public transportation.
- Separate yourself from others in your home.
- Do not prepare or serve food to others.
- Limit contact with pets.
- Do not allow visitors.
- Do not go to work, school, or public areas.

If you cannot meet the requirements for Isolation or Quarantine, you can call the COVID-19 Support Team at 408-885-3980 to request assistance with housing, food, or other needs.

#### Prevent the spread:

- Wear a mask and cover your coughs and sneezes.
- Clean and disinfect all "high-touch" surfaces every day.
- Wash your hands often.
- Do not share household items.

#### Practice homecare:

- Rest and drink plenty of fluids.
- Seek medical care if you develop symptoms or your symptoms get worse.
- Seek medical care if you experience: difficulty breathing, inability to keep fluids down, dehydration, or confusion.
- Call ahead before seeking medical care, notify the provider you are under isolation, and wear a mask at all times.



Home Isolation Steps	Home Quarantine Steps
<p>If you have been diagnosed with COVID-19 <b>or</b> you are awaiting COVID-19 test results, you must follow the Home Isolation Steps to prevent the spread of disease.</p> <p><b><u>Stay home until you have recovered and are not infectious</u></b></p> <ul style="list-style-type: none"> <li>• Most people with COVID-19 have mild illness and can recover at home.</li> <li>• Monitor your symptoms closely and seek medical care if symptoms worsen, especially if you are at a higher risk of serious illness<sup>1</sup>.</li> <li>• If you have symptoms, you can be with others after: <ul style="list-style-type: none"> <li>○ <b>At least 10 days</b> since symptoms first appeared, AND</li> <li>○ <b>24 hours</b> with no fever (without use of fever-reducing medication) AND</li> <li>○ Improvement in symptoms</li> </ul> </li> <li>• If you have no symptoms, you can be with others after: <ul style="list-style-type: none"> <li>○ <b>10 days</b> have passed since your first positive test was collected</li> </ul> </li> </ul> <p><b>Note: If you are severely immunocompromised or ill, your doctor may recommend a longer isolation period.</b></p> <p><b><u>Close Contacts</u></b></p> <ul style="list-style-type: none"> <li>• If you have a test confirmation or doctor's diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began until you self-isolated should follow the Home Quarantine Steps. Please share this document with them. To request help in notifying your Close Contacts without revealing your identity to them, please call 408-970-2870.</li> </ul> <p><b><u>What if you cannot separate yourself from others?</u></b></p> <ul style="list-style-type: none"> <li>• Anyone who continues to be in close contact with you will need to extend their quarantine until 14 days from the day you finish isolating.</li> </ul>	<p>If you live in a household with <b>or</b> had <b>close contact</b> with someone diagnosed with COVID-19, you must follow these Home Quarantine Steps. It can take up to <b>14 days</b> to become infected with COVID-19. You must stay home and monitor your own health during this time to prevent passing infection to anyone else.</p> <p><b><u>Stay home to see if you develop symptoms</u></b></p> <ul style="list-style-type: none"> <li>• <b>You must stay home, even if you test negative, and continue to quarantine for the full 14-day period.</b></li> <li>• If you are unable to avoid close contact with the person with COVID-19, you must stay in quarantine for <b>14 full days after</b> the case's isolation period. This could mean quarantine for 24 days.</li> <li>• If you do not have symptoms, get tested <b>around 7 days</b> after last exposure to a case. If you are tested before that, get tested again towards the end of your quarantine period.</li> </ul> <p><b><u>What if you develop symptoms?</u></b></p> <ul style="list-style-type: none"> <li>• If you develop any COVID-19 symptoms, and they are new symptoms that you do not usually have in daily life, then you may have COVID-19, and you must follow the Home Isolation Steps (to the left).</li> <li>• Get tested immediately. <ul style="list-style-type: none"> <li>○ If positive, continue to follow Home Isolation Steps</li> <li>○ If negative and the test was earlier than <b>7 days</b> after last exposure to case, get tested again towards the end of your quarantine period.</li> <li>○ If negative and the test was done after 7 days from the last exposure to the case, no additional testing is needed, but you must remain in quarantine for a full 14 days.</li> </ul> </li> </ul> <p><b><u>Which groups should seek additional information on the period of their quarantine?</u></b></p> <ul style="list-style-type: none"> <li>• Certain workers<sup>2</sup> should consult with their employer, who may contact the Public Health Department for additional guidance.</li> </ul>
<p><sup>1</sup>If you are 60 years or older or have a condition such as heart, lung, or kidney disease, diabetes, high blood pressure, or a weakened immune system, you are at higher risk of getting more seriously ill.</p>	
<p><sup>2</sup>Workers with special quarantine considerations: Consult your employer if you are considered a first responder or healthcare worker <u>and</u> compliance with the Public Health Department's isolation and quarantine guidance would compromise the continuity of service of your operation or department.</p>	

Revised September 18, 2020

Dear Santa Clara County Employers and School Administrators\*:

Thank you for all that you are doing in these unprecedented times to help our community stay safe and recover economically. We truly appreciate all your efforts to modify your businesses, schools, and everyday lives to reduce the risk of spreading COVID-19 and save lives. In particular, your efforts to make sure your employees and students are well and not at risk of spreading COVID-19 to others have a significant impact on the health and safety of our community.

### Exclusion from Work or School

According to the Centers for Disease Control and Prevention (CDC) and Santa Clara County policy, persons who have tested positive for COVID-19 or who have been identified as a close contact to a confirmed case during their infectious period will be instructed to isolate at home for a period of time and **must not** attend in-person work or school.

Individuals who test positive for COVID-19 may provide written documentation of their positive laboratory test result and a copy of this letter to indicate their need for exclusion from in-person work or school during their period of isolation. Not all employees or students who test positive or are a close contact to a case may be able to provide a letter from a doctor or nurse. You are encouraged to provide access to sick leave, as well as telework, distance learning, and other accommodations without individual documentation from a doctor or nurse upon disclosure from an employee or student that they have been instructed to isolate or quarantine.

### Criteria for Returning to Work or School

This letter reminds you that according to the Centers for Disease Control and Prevention (CDC), **individuals who had COVID-19 are considered no longer contagious and may therefore return to work or school if:**

- **it has been at least 10 days since their symptoms started,**
- **their symptoms have improved,**
- **AND at least 24 hours have passed since their last fever without the use of fever-reducing medications.**

If the individual never had symptoms and tested positive for the COVID-19 virus, they are considered no longer contagious and can return to work or school 10 days after their first positive test was collected.

If they were a close contact of someone who tested positive for COVID-19, they may return to work or school if it has been at least 14 days since their last exposure to the positive case. For more details, please visit [www.sccstayhome.org](http://www.sccstayhome.org).

\* Additional work locations with distinct return to work policies may be found here: <https://www.sccgov.org/sites/phd/p/Diseases/novel-coronavirus/Documents/Home-Isolation-Quarantine-Guidelines.pdf>

## Medical Notes and Clearances

Both the CDC and the Santa Clara County Public Health Department (PHD) **discourage employers and schools from requiring a medical note for clearance to return to work or school after an individual has COVID-19**. These notes create unnecessary hardships for employees and students and cause strain on the healthcare system to produce these notes. Employees are considered no longer contagious when they meet the criteria described above.

Additionally, according to both the CDC and PHD, **employers and schools should not request that individuals who were diagnosed with the COVID-19 virus provide proof of negative COVID-19 virus tests before allowing them to return to work or school**. Such requests for proof of negative COVID-19 virus tests after diagnosis with COVID-19 are unnecessary, delay return to work or school, and cause strain on testing availability for others who need to be tested. Employees and students are considered no longer contagious and may return to work or school when they meet the criteria described above.

Your employee or student who had, or was a close contact of someone who had, COVID-19 may print this letter out to serve the purpose of 1) indicating the need to isolate or quarantine when coupled with positive test result or verbal notification of exposure, 2) showing proof that they can return to work or school as long as they meet the criteria above (detailed further at [www.sccstayhome.org](http://www.sccstayhome.org)), and/or 3) showing proof that employers and schools should not request proof of a negative COVID-19 virus tests before return to work or school. This letter can be found at <https://www.sccgov.org/sites/covid19/Documents/COVID-19-Work-School-Letter.pdf>.

### Additional Resources:

- General Santa Clara County Information for home isolation and quarantine: <https://www.sccstayhome.org>
- What To Do When Someone at the Workplace Tests Positive for COVID-19: <https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#employee>
- General Santa Clara County Information for employers: <https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx>
- General Santa Clara County guidance for schools: <https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx>

Thank you for all that you do to keep our community healthy.