



**HUMAN RESOURCES DEPARTMENT
Inter-Departmental Correspondence**

DATE: April 3, 2020
TO: All County Employees
FROM: Rocio Kiryczun, Director of Human Resources
Scott Johnson, Deputy Director of Human Resources
**SUBJECT: Interim Guidance for Employees: Exposure Reporting During COVID-19
Pandemic**

Purpose of Guidance

The purpose of this Guidance is to establish procedures for identifying and addressing employee exposure to suspected or known sources of COVID-19 in County work facilities. To the extent that Departments have developed their own policies to address their specific operations, employees should follow Department-specific policies in addition to this general guidance.

COVID-19 Overview

Also named coronavirus disease 2019, COVID-19 is an aerosol transmissible disease (ATD) that is spread person-to-person through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs.

Objects handled by infected individuals, such as doorknobs and office equipment, may also be contaminated with COVID-19, though transmission to people is believed to be less likely.

Exposure Incident Description

Exposure to COVID-19 occurs during a close contact event occurring at work, or otherwise, to an individual who is known or suspected to be infected with COVID-19.

Close contact is person-to-person interface within 6 feet for more than 2 minutes without personal protection or exposure control devices.

All reported exposure incidents will be evaluated by employee supervisors and Risk Management to assess risk-exposure level.

Exposure Incident Reporting

It is important for employees to report a suspected exposure incident in a timely manner (*within 24 hours*) to ensure prompt medical care and to limit the spread of infection.

The exposed employee will:

- 1. Follow their internal exposure/injury reporting structure, and/or**
- 2. Report the incident to their immediate supervisor, then**
- 3. Call Company Nurse (1-877-278-4041).**

Post-Exposure Follow-Up

The County has a team of resources in-place to help exposed employees with treatment options and frequently asked questions.

Company Nurse will:

- Provide self-care or medical treatment instructions
- Inform Risk Management of the exposure incident

Risk Management will:

- Provide follow-up care for exposed employees
- Track all reported exposure incidents as Workers' Compensation Claims
- Provide guidance to department heads about notifying other employees who were potentially exposed
- Report in writing to Public Health any positive COVID-19 cases
- Assist employees who have questions about COVID-19
- Monitor employee post-exposure medical care
- Act as Liaison between Public Health and County departments.

Exposure Control Measures

Employees will follow exposure control measures to mitigate and prevent the spread of COVID-19 infection. As appropriate, all employees should implement good hygiene and infection control practices, including:

- Frequent hand washing and avoid touching the eyes, nose and mouth.
- Stay home if they are sick.
- Practice respiratory etiquette, including covering coughs and sneezes.
- Provide visitors, customers and the public with tissues and trash receptacles.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Refer to their department's ATD Exposure Control Plan or the County's ATD Exposure Control Plan on the County's website: <https://hr.smcgov.org/aerosol-transmissible-diseases-exposure-control-plan>

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