

When an Employee is Ill; Suspected/Confirmed Cases of COVID-19 in the Workplace or at Home

These guidelines are updated effective October 22, 2020 based on information gathered from health-related resources, such as the CDC and LA County Public Health Department. Effective October 21, 2020, the CDC revised their guidance related to their definition of “Close Contact.” These guidelines reflect the most recent guidance issued by the CDC and are subject to change based on operational requirements, state or local requirements and/or health department/CDC recommendations.

Circumstances	Return to Work When	Notifications
Individual tests positive for COVID-19 and has symptoms	<ul style="list-style-type: none"> • At least 10 days have passed since your symptoms started; and • You do not have a fever for at least 24 hours without taking fever reducing medications; and • Your symptoms have improved 	<p>In consultation with the Director or Associate Director of Human Resources, begin the process of notifying the employees who were in close contact with the affected employee. Let the employees know that someone they were in close contact with has tested positive or is displaying symptoms of COVID-19. It is important to maintain the privacy of the infected individual. Unless that person has shared the information themselves, do NOT reveal the identity of the employee.</p>
Individual tests positive for COVID-19 and does not have symptoms	<ul style="list-style-type: none"> • At least 10 days have passed since your positive test 	
Individual is displaying symptoms of COVID-19 but has not had a test	<ul style="list-style-type: none"> • At least 10 days have passed since your symptoms started; and • You do not have a fever for at least 24 hours without taking fever reducing medications; and • Your symptoms have improved 	
Individual has been in close contact with someone who has symptoms and/or tested positive for COVID-19	<ul style="list-style-type: none"> • At least 14 days have passed since your last contact with the individual • If you develop symptoms or test positive during the 14 day quarantine, follow the return to work guidelines noted above 	<p>In consultation with the Director or Associate Director of Human Resources, begin the process of notifying the employees who were in close contact with the exposed employee. Let the employees know that someone they were in close contact with was exposed to someone with COVID-19. It is important to maintain the privacy of that individual. It is not necessary for these individuals to quarantine unless they begin exhibiting symptoms or test positive themselves.</p>

Close contact is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) irrespective of face coverings.