

COVID-19

Infection and Exposure Guidance for Employers



The purpose of the guidance is to help employers and community members determine next steps when being notified that a person has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. This guidance is not intended to replace medical evaluation or any other recommendations by the U.S. Centers for Disease Control and Prevention (CDC) or the California Department of Public Health (CDPH). All information is subject to change.

CVID-19

Background

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets produced when a person coughs, sings, sneezes or talks. While it is primarily spread by coming into close contact (within six feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, wearing a face covering over your mouth and nose while in public, cleaning and disinfecting frequently touched surfaces and washing your hands with soap and water or using an alcohol-based hand sanitizer.

EPA-approved disinfectants can be found online by visiting www.epa.gov (Disinfectants for Use Against COVID-19). Bleach solutions, for example 1/3 cup bleach added to 1 gallon of water, and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply.

Anyone who is ill should stay home. Symptoms of COVID-19 include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness, including hospitalization and death. Older adults and people with underlying medical conditions remain at increased risk for severe illness. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

If you have questions regarding this guidance, please contact the Long Beach Department of Health and Human Services by emailing covid19@longbeach.gov.



Resources to communicate with your staff about potential exposure

June 23, 2020

To Whom it May Concern:

You may have recently been exposed to COVID-19 (also known as Coronavirus Disease 2019) at your workplace. Because of this, the Long Beach Department of Health and Human Services (Health Department) is informing you about COVID-19 and how to best protect yourself, your families and to prevent the spread of the disease.

COVID-19 is a viral infection that is thought to spread mainly from person-to-person; between people who are in close contact with one another (within about 6 feet), and/or through respiratory droplets produced when an infected person coughs, sneezes, or talks. People with COVID-19 have had a wide range of symptoms reported, including fever, cough, and shortness of breath. Older adults (65 years and older) and people who have severe underlying medical conditions (like heart or lung disease) seem to be at higher risk for developing more severe illness. Contact your healthcare provider for further evaluation if you experience any symptoms that may be related to COVID-19. Seek emergency medical care (call 911) if experiencing trouble breathing, persistent pain or pressure in the chest, or any other symptoms that are severe or concerning to you.

You may be directly notified, by your employer or by the Health Department, if you have had close contact with someone who was infected at your place of work. If so, you should stay home from work and quarantine at home for 14 days. It is important to monitor yourself for symptoms during this time. All employees should monitor for symptoms of infection for 14 days after this exposure. If you feel feverish or develop a cough, you should stay home and call your healthcare provider for advice.

Because of the ongoing spread of COVID-19, it is important to practice social distancing, wear a cloth face covering whenever in public and unable to maintain social distancing, and follow [CDC guidance](#). It is important to wash your hands often with soap and water for at least 20 seconds especially after being in a public place, blowing your nose, coughing, or sneezing. It is also important to take steps to protect others such as staying home if you're sick, except to get medical care.

COVID-19 testing is also available at [various testing sites](#) throughout the city. We recommend waiting at least 7 days after your exposure before getting testing. If you have any questions, please contact the COVID-19 Hotline at (562) 570-4636. You can also visit our website at www.longbeach.gov/covid19 for additional information.

SAMPLE COVID-19 BUSINESS EXPOSURE LETTER

If an Employee tests positive for

COVID-19



If Infected Employee is at home, instruct to stay home. If Infected Employee is at work, send home immediately.



Thoroughly disinfect areas where the Infected Employee was working.



Allow Infected Employee to work remotely if Infected Employee is well enough and is able to perform work duties from home or other off-site location.



Determine whether the Infected Employee has had prolonged direct contact (within six feet for more than 10 minutes) with other employees or members of the community during the two days before symptoms first started and up to 10 days after.



Collect name and phone number of any individual who may have been exposed to the Infected Employee. Identify the last date the Exposed Employee may have been in close contact with the Infected Employee. Public Health may request information for individuals who have had prolonged direct contact to the Infected Employee.



Infected Employees should not return to work until meeting criteria in Return to Work Guidance (see next page)



Employees with close contact to the Infected Employee should be removed for 14 days from the last date they were in contact with the person with or likely to have COVID-19.

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Returning to Work Guidance for Infected Employees

Infected Employees who have been diagnosed with COVID-19 may not return to work until they meet the criteria for discontinuation of isolation.



Symptom/Time-based Return-to-Work Requirements (as outlined below).

Determine if the patient has had symptoms consistent with COVID-19 infection

No Symptoms

At least 10 days have passed since positive test result AND

No symptoms have developed since positive test result

Symptoms

Infected Employee must have no fever (without the use of fever-reducing medication) for at least 24 hours AND

Infected Employee must have improvement in symptoms AND

At least 10 days have passed since symptoms first appeared

Recovered Employee may return to work. Employee should follow all recommendations by their healthcare provider and Public Health, maintain good hygiene practices and continue to self-monitor for any symptoms.

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Returning to Work Guidance for Exposed Employees

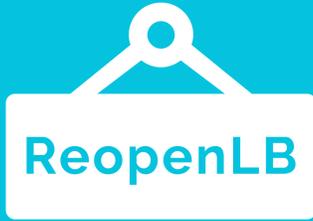
If an Exposed Employee chooses to get tested, a negative result does not eliminate the possibility of the Exposed Employee from developing symptoms at a later date.

Exposed Employee should continue to follow their quarantine instructions for the full 14 days, even if the test result is negative.

Be aware that in some instances, an Infected Employee will be released from isolation faster than an Exposed Employee will complete their quarantine. The 14-days quarantine is the period in which the patient should continue to watch for symptoms in case they have been infected.

If Exposed Employee develops symptoms at any time, Exposed Employee should be instructed to contact their healthcare provider.

If Exposed Employee does not develop symptoms after 14 days, the employee can return to work. It is recommended that the Exposed Employee gets tested prior to returning, however it is not a requirement.



INFORMATION FOR BUSINESS OWNERS

COVID-19 GENERAL INFO AND WEBSITE

WWW.LONGBEACH.GOV/COVID19

562.570.INFO (4636) Option 1

General COVID-19 information line for the Long Beach community. This line also handles questions related to COVID-19 testing, results and businesses who are reporting three or more COVID-19 positive employees.



SAFEBIZ, PHYSICAL DISTANCING SELF-CERTIFICATION FOR BUSINESSES

www.longbeach.gov/SafeBiz

Web-interface which allows businesses that may open according to the "Safer at Home" order, to self-certify that they are committed to re-opening their business safely.



COMPLAINTS AND ENFORCEMENT

CEtaskforce@longbeach.gov

562.570.2633

Community members can report businesses violating the "Safer at Home Order" by emailing or contacting the Code Enforcement Task force.



BUSINESS AND WORKER RESOURCES

www.longbeach.gov/4BIZ

562.570.4BIZ (4249)

BIZline was created for COVID-19 business and worker-related questions.



CITY OF
LONGBEACH



@longbeachcity | @lbhealthdept

www.longbeach.gov/covid19