

Standard Operating Procedure (SOP): Investigating and Responding to COVID-19 Cases in the Workplace

Background

The SMCCCD shall have an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for seeking information from employees regarding COVID-19 cases and close contacts, COVID-19 test results, and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, and immediately upon request when required by law.

- (See Responding to the Presence of COVID-19 Signs/Symptoms SOP)
- (See Reporting, Record Keeping, Access SOP)

Procedure

The SMCCCD shall take the following actions when there has been a COVID-19 case at the place of employment:

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a close contact. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Within one business day of the time the SMCCCD knew or should have known of a COVID-19 case, the SMCCCD shall give written notice in a form readily understandable by employees, that people at the worksite may have been exposed to COVID-19.
 - a. The notice shall be written in a way that does not reveal any personal identifying information of the COVID-19 case.
 - b. Written notice may include, but is not limited to: personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.
 - c. The notice shall include the disinfection plan required by Labor Code section 6409.6(a)(4). The notice must be sent to the following:
 - i. All employees at the worksite during the high-risk exposure period. If the SMCCCD should reasonably know that an employee has not received the notice, or has limited literacy in the language used in the notice, the SMCCCD shall provide verbal notice, as soon as practicable, in a language understandable by the employee.
 - ii. Independent contractors and other SMCCCDs at the worksite the high-risk exposure period.
4. Within one business day of the time the SMCCCD knew or should have known of the COVID-19 case, the SMCCCD shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period.
5. Make COVID-19 testing available at no cost during paid time to all employees of SMCCCD who had a close contact in the workplace and provide them with the information on benefits described in subsections (c)(5)(B) and (c)(9) (c) with the following exceptions:

- a. Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
 - b. COVID-19 cases who returned to work pursuant to subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
6. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Correction of COVID-19 Hazards

The SMCCCD shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, and work practices in a timely manner based on the severity of the hazard.

1. (See Workplace Safety Assessment SOP)