

COVID-19

CASE & OUTBREAK REPORTING

December 16, 2020



Agenda

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- Workplaces & AB 685
- Guidance for Reporting COVID-19 Positive Cases and Outbreaks
- Live Demonstration
- Resources



Purpose

Assist Imperial County workplaces with reporting of COVID-19 outbreaks and subsequent cases to the Imperial County Public Health Department, as required by California's Assembly Bill 685 (AB 685). For questions regarding the specifics of AB 685, please contact your human resources department.



Workplaces & AB 685

Under AB 685, a “qualifying individual” means any person who has any of the following:

- A laboratory-confirmed case of COVID-19, as defined by the California Department of Public Health.
- A positive COVID-19 diagnosis from a licensed health care provider.
- A COVID-19-related order to isolate provided by a public health official.

*Disclaimer: This guidance is not intended for use in managing or preventing outbreaks in health-care, congregate living settings, workers who provide testing for COVID-19, or other workplaces where the California Aerosol Transmissible Diseases (ATD) standard applies.

Definitions

- **Employee:** Includes full-time, part-time, temporary, or contract workers within the workplace.
- **Potential Exposure:** [Exposure](#) is defined as being less than 6 feet from an infectious* case for a cumulative total of 15 minutes or longer over a 24-hour period.
- **Positive case:** An individual who has received laboratory confirmation (PCR testing) of SARS-Cov-2.
- **Outbreak:** Three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a 14-day period.

*Cases are considered infectious for 48 hours before symptoms start, or if they have no symptoms, for 48 hours before the date of the positive test.

Guidance for Reporting COVID-19 Outbreaks

REPORTING COVID-19 OUTBREAKS & CASES

- **Report** when your workplace has three or more cases to the Public Health Department within 48 hours of meeting this threshold.
- **Notify** exposed staff, while always maintaining confidentiality.
- **Investigate** the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- **Document and track** incidents of possible exposure
- **Implement** processes/protocols for when a workplace has an outbreak
- Exposure letter templates available

Guidance Continued

COMMUNICATION

- Designate **staff liaison(s)** to respond to/report COVID-19 concerns
- Develop a plan for identifying cases, notifying staff, and mitigating further COVID-19 spread in the workplace.
 - Employers are required to make the plan available to their employees
- **Train** staff (i.e., documentation, tracking of possible exposure, notification, etc.)
 - ICPHD staff will provide outbreak reporting, contact tracing, and employee notification training resources to local employers.
 - [CDC Contact Tracing](#) Training
- Maintain **communication systems**
 - Staff to self-report symptoms
 - Send prompt notifications of exposures and closures
- Sample **exposure letters** included in the guidance document

Guidance Continued

Steps to reporting positive cases, exposures and/or outbreaks:

I. Reporting a COVID-19 Outbreak, Cases, and Exposures:

- **Report** all outbreaks of COVID-19, subsequent cases, and anyone who may have been exposed to the case via the Public Health Department's **Workplace Reporting Portal**.
<http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/businesses-&-employers/>
- **Complete** the **Exposure Line List** form for cases with more than 6 exposures
 - Send list to phepireport@co.imperial.ca.us or by faxing to (442) 265-1477
- **Notify** employees of potential exposures. Employers must provide a written notice to employees and the employer of subcontracted workers within 1 business day of receiving notification of potential exposure.

II. Reporting a Subsequent Cases:

- In the event of additional individuals being diagnosed as positive for COVID-19, you can report the new cases utilizing the [workplace reporting forms](#) or the **Workplace Reporting Portal**. For any questions, call Vanessa Caldera at (442) 265-1378.

Guidance Continued

WHEN CAN EMPLOYEES RETURN TO WORK?

- Employees who display symptoms at work, must be sent home immediately.
- When employees test positive for COVID-19, in order to return to work they have to meet the following criteria:
 - 10 days since the symptoms first appeared, AND
 - 24 hours with no fever (above 100.4F) without the use of fever-reducing medications, AND
 - COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved

CLEANING & DISINFECTING

- Refer to the [CDC recommendations](#) and [industry-specific guidelines](#) on cleaning and disinfection in the workplace.
- [Guidance for the workplace](#) and [checklist for workplaces](#)
- Public Health Department's Division of Environmental Health (442)-265-1888.

APPENDIX A

Workplace Reporting of COVID-19 Outbreak Information Collection Form

This form is to collect information for three or more employees that have a positive COVID-19 test / result within 14 calendar days, as well as additional cases that occur after the outbreak is reported. The information on this form will need to be reported in the electronic Workplace Reporting portal at: <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/businesses-&-employers/>. For more information, visit the Public Health Department website at www.icphd.org or call (442) 265-1378.

CHECK THIS BOX IF THESE ARE CASE(S) ASSOCIATED WITH A PREVIOUSLY REPORTED OUTBREAK IN THE PAST 14 DAYS.

FACILITY INFORMATION	
Facility Name:	
Facility Address:	
Point of Contact:	
Point of Contact Phone #:	
Point of Contact Email:	

CONFIRMED COVID-19 CASE INFORMATION	
CASE #1	
<input type="checkbox"/> Employee <input type="checkbox"/> Other _____	
Name:	DOB:
Address:	Gender:
Last Day of Work:	Phone:
Job Description:	
Work Area/Location Within Facility:	NAICS Code:
Work Schedule/Shift:	
Symptoms at the time: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____	
First Day of Symptoms:	Test Result Date:
Testing Facility or Provider Information (Name and Phone Number):	

CASE #2	
<input type="checkbox"/> Employee <input type="checkbox"/> Other _____	
Name:	DOB:
Address:	Gender:
Last Day of Work:	Phone:
Job Description:	
Work Area/Location Within Facility:	
Work Schedule/Shift:	
Symptoms at the time: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____	
First Day of Symptoms:	Test Result Date:
Testing Facility or Provider Information (Name and Phone Number):	

CASE #3	
<input type="checkbox"/> Employee <input type="checkbox"/> Other _____	
Name:	DOB:
Address:	Gender:
Last Day of Work:	Phone:
Job Description:	
Work Area/Location Within Facility:	
Work Schedule/Shift:	
Symptoms at the time: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____	
First Day of Symptoms:	Test Result Date:
Testing Facility or Provider Information (Name and Phone Number):	

Appx A. : Workplace Reporting Form

Additional CONFIRMED COVID-19 CASE INFORMATION	
Are there other confirmed cases in the past two weeks? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, how many _____. Please complete Exposure Line List (Appendix B) .	

COVID-19 EXPOSURE	
Did reported COVID-19 Cases expose others in the facility: <input type="checkbox"/> Yes <input type="checkbox"/> No, end form.	
Will you be reporting more than 6 individual exposures?	
<input type="checkbox"/> Yes (Please send Appendix B – Exposure Line List to by email to phepireport@co.imperial.ca.us or fax to 442-265-1477.)	
<input type="checkbox"/> No, complete form electronically through the portal for up to nine individuals who may have been exposed to the case.	

LIST OF EXPOSED				
	Name of Person Exposed	DOB	Occupation / Shift / Days Worked	Exposed to Case #
1				
2				
3				
4				
5				
6				
7				
8				
9				

APPENDIX C
Employee Notification Letter Template

Template: Letter from Employer to Employees Potentially Exposed to COVID-19

This letter template is to be used on the business's letterhead.

Dear [Employee Name],

[Business Name] has been notified that one of our employees has been diagnosed with COVID-19. We conducted an investigation to determine co-workers who may have had close contact with the confirmed-positive employee. As such, you have been identified as an employee who may have been exposed to this virus between [Exposure Dates]. According to the Centers for Disease Control and Prevention (CDC), the virus is spread mainly between people who are in close contact with one another (less than 6 feet apart for 15 minutes or longer) through respiratory droplets produced when an infected person coughs or sneezes. Please see instructions below regarding work exclusion, sick leave and testing.

Work Exclusion

Until further notice, you are excluded from physically coming to work to help prevent potential spread of the virus. The company's Human Resources representative will provide details of your isolation period and return to work. Telework opportunities will be offered where possible, and we will work with you to make this transition smooth. Contact [contact information] to determine if teleworking is an option for you.

Note: If teleworking is not an option for your business, please outline any other options that may be available to the employee here.

Sick Leave & Pay

Please note if you are unable to telework, or if you become ill, you will be able to use your sick leave [insert link or attachment to relevant worksite policies as applicable].

Per the U.S. Department of Labor, in general, if you are either a private employer with fewer than 500 employees or a covered public sector employer, employees quarantined by a healthcare provider may take up to two weeks or 80 hours of paid leave at higher or regular rate or minimum wage. Paid leave is capped at specific maximum amounts per worker. For more information go to [dol.gov](https://www.dol.gov).

During this time if you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform human resources at [contact information] and contact your health-care provider. [Business Name] will keep all medical information confidential and will only disclose it on a need-to-know basis, as required by the Americans with Disabilities Act (ADA). Under the ADA, we are required to maintain the confidentiality of any medical information we receive, including the name of any affected employee.

Returning to Work

You may return to work upon receiving clearance in combination with following our worksite health and safety policies [insert link or attachment to relevant worksite policies as applicable].

Testing

Please contact your health-care provider to inquire about testing. If you do not have a health care provider or need to be connected to a testing site please visit the Imperial County Public Health Department website at www.icphd.org or go to [Testing Sites](#). If at any point you develop symptoms consistent with COVID-19 (fever, cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell), contact your doctor immediately.

If you have any questions or concerns, you may contact [Employer contact information]. For more information on COVID-19, visit the Imperial County Public Health Department website at www.icphd.org

Sincerely,

[Employer Name]
[Title]

Appx D: Exposure Letter Spanish

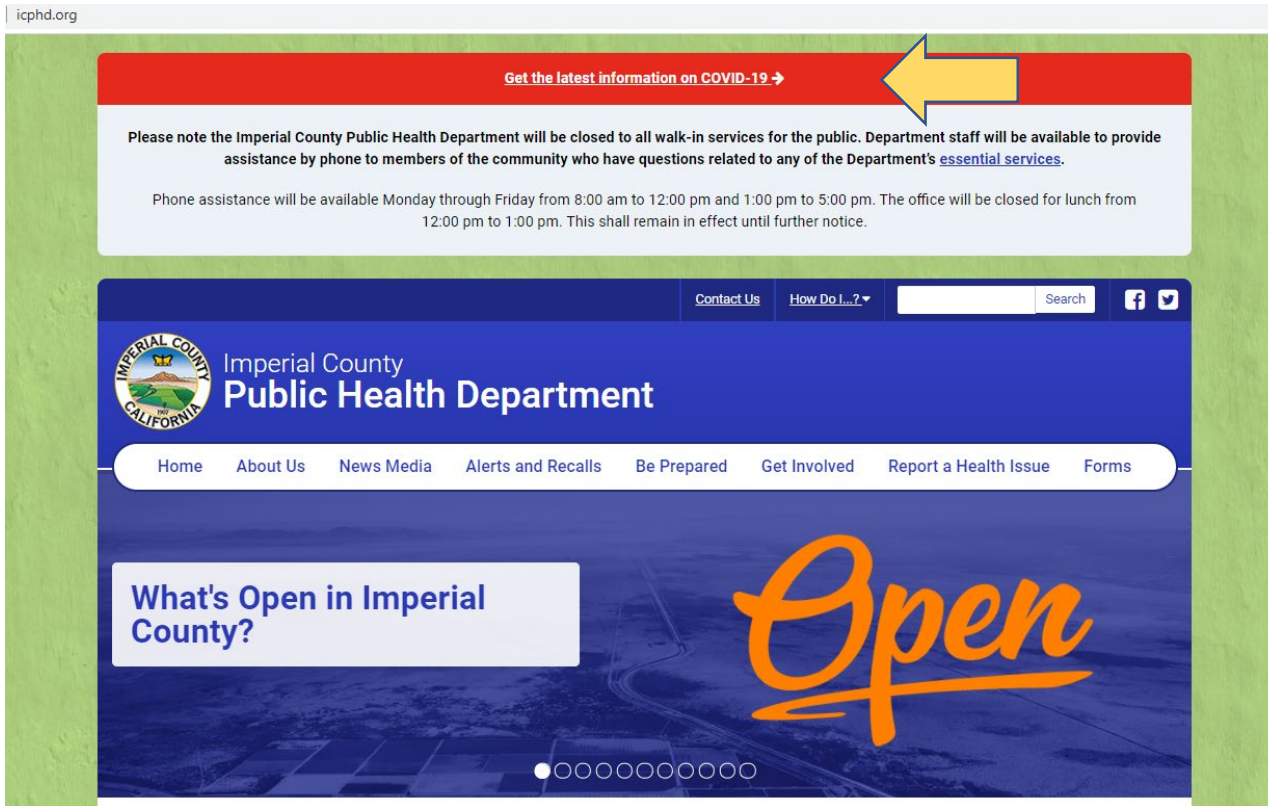
TBD

Appx. D: Exposure Letter Spanish

Appx D: Exposure Letter Spanish









TBD

Reporting Portal



<http://www.icphd.org/>

Guidance & Resources

 News & Press Release Guidance & Resources	 State & County Orders Guidance & Resources
 Faith Based Organizations Guidance & Resources	 Higher Risk & Special Population Guidance & Resources
 Businesses & Employer Guidance & Resources	 Schools and Childcare Guidance & Resources
 Healthcare Professionals Guidance & Resources	 COVID19 Confidential Morbidity Report Morbidity Reports

Sign up for updates

E-Mail Notification
Sign Up

For more information, Call (442)265-6700 or visit

Live Demonstration

[Health Information And Resources](#) / [Healthy Facts](#) / [Covid 19](#) / [Guidance And Resources](#) / [Businesses & Employers](#)

Businesses & Employers

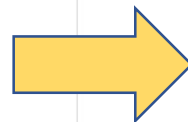
Select language: [English](#) ▼

Reporting COVID-19 Positive Cases

In accordance with California Assembly Bill 685 (AB 685), Imperial County employers are required to notify the Imperial County Public Health Department of all COVID-19 related outbreaks within their workplace. An outbreak is defined as three or more confirmed COVID-19 cases within a 14-day period that are from different households and are not identified as close contacts of each other in any other COVID-19 case investigation. The full Public Health Guidance on Reporting COVID-19 Positive Cases and Exposures can be found in the [Guidance Document](#) section of this page.

Following, are steps for employers when reporting a COVID-19 positive case and/or exposure:

- **Step 1:** Before completing the required form, you will need to collect a list of people that were exposed to the COVID-19 positive case, as well as some general information on the COVID-19 positive case. You can download a questionnaire [HERE](#) (Link to COVID-19 Positive Cases and Exposure guide) before starting your electronic form submission. Please note that if you are submitting more than 6 exposures, you will need to e-mail your exposure list to phepireport@co.imperial.ca.us.
- **Step 2:** Complete the electronic Appendix A - Workplace Reporting of COVID-19 Outbreak Form linked below. Please note that you will need to submit all relevant information at once. Once you start filling out the form, you will need to complete the submission.
- **Step 3:** For additional information or guidance, contact Vanessa Caldera at (442) 265-1378.



[Workplace Reporting of COVID-19 Outbreak Form](#)

[Guidance Documents](#)

<http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/guidance-and-resources/businesses-&-employers/>

Industry guidance to reduce risk

Last updated December 3, 2020 at 12:37 PM

Reopen your business or facility safely

Use the [Employer Playbook for a Safe Reopening](#) to help plan and prepare for reopening your business.

Review how to [respond to COVID-19 cases in your workplace](#) and prevent further spread.

Wearing a [mask or face covering](#) is required statewide in public or common spaces. Employers must provide face coverings to workers, or must reimburse workers for the reasonable cost of obtaining them. Find all requirements and exceptions to these rules in the guidance on this page below.

All businesses and facilities **must** follow the items listed here before reopening:

1. **Scroll down this page to find the guidance for your industry, business, event, or activity.**
2. Review it completely.
3. Perform a detailed risk assessment and create a worksite-specific protection plan.
4. Train employees on how to limit the spread of COVID-19. This includes how to [screen themselves for symptoms](#) and when to stay home.
5. Set up individual control measures and screenings.
6. Put disinfection protocols in place.
7. Establish physical distancing guidelines.
8. Establish universal face covering requirements (with allowed exceptions). See [CDPH guidelines \(PDF\)](#).
9. Post your completed checklist so everyone can know the steps you've taken. Feel free to add more safety measures to the ones included in your industry's guidance.

As it starts to get colder, restaurants and other businesses required to operate outdoors may wish to enclose outdoor temporary structures like tents and canopies to contain heat and avoid rain. Find out what qualifies as outdoor operations in the [CDPH guidance for temporary structures](#).

Employer policies and resources

It's important that employees with COVID-19 know they should stay home. Your sick leave policies need to support that. Workers also need safe and reliable childcare options during the COVID-19 response. See information on:

Other Resources

- California COVID-19 Website: <https://covid19.ca.gov/>
- CDPH Employer Guidance on AB 685 <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Employer-Guidance-on-AB-685-Definitions.aspx>
- CDPH Employer Questions About AB685 <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Employer-Questions-about-AB-685.aspx>
- California Industry Guidance: <https://covid19.ca.gov/industry-guidance/>
- CDC Guidance for Businesses and Employers: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- CDC – Returning to Work: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html>
- United States Census - <https://www.census.gov/eos/www/naics/>
- Department of Industrial Relations: <https://www.dir.ca.gov/dosh/coronavirus/AB6852020FAQs.html>
- U.S. Equal Employment Opportunity Commission: <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- Imperial County Health Officer Order: www.icphd.org
- ICPHD – Worksite Specific Plans: <http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/worksite-specific-protection-plan/>

Public Health Department Direct Contact

Vanessa Caldera, Administrative Analyst

(442) 265-1378

Email: phepireport@co.imperial.ca.us

Questions?



Thank you!

