

CITY OF RICHMOND EXPOSURE CHART

This table and information is meant to act as a framework to how the City of Richmond will respond to exposures and confirmed cases of COVID-19, based on available public health guidance as of the version date. In all circumstances, the employee and the department need to work with Risk Management to ensure the most recent public health guidance is being applied.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	What do I do if I have symptoms identified with COVID-19?	What do I do if I have a laboratory-confirmed case of COVID-19?	What do I do if I've been in <u>close contact</u> <sup>1</sup> with someone with confirmed COVID-19? <i>(while being less than 6 feet from them for greater than 15 minutes).</i>	What do I do if a member of my household has been diagnosed with COVID-19?	What do I do if I, or a member of my family, has been exposed to someone with confirmed COVID-19 while social distancing (> 6 feet)?
Step 1	Do not come to work!	Do not come to work!	Do not come to work!	Do not come to work!	Complete the self-assessment and temperature check prior to coming to work.
Step 2 Notification	Report to <a href="mailto:covidreporting@ci.richmond.ca.us">covidreporting@ci.richmond.ca.us</a>  Notify supervisor of absence  (Supervisors to immediately report to a COVID exposure coordinator <sup>2</sup> )	Report to <a href="mailto:covidreporting@ci.richmond.ca.us">covidreporting@ci.richmond.ca.us</a>  Notify supervisor of absence	Report to <a href="mailto:covidreporting@ci.richmond.ca.us">covidreporting@ci.richmond.ca.us</a>  Notify supervisor of absence	Report to <a href="mailto:covidreporting@ci.richmond.ca.us">covidreporting@ci.richmond.ca.us</a>  Notify supervisor of absence	N/A
Step 3	Work with your Supervisor and/or HR	Work with your Supervisor and/or HR	If you are just reporting a possible exposure, no	If you are just reporting a possible exposure, no	N/A

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Tracing	to determine all persons that you were in close contact with (being <6 feet from them for > 15 total minutes in 24 hours) during the 48 hours prior to the beginning of the symptoms.	to determine all persons that you were in close contact with (being <6 feet from them for > 15 total minutes within 24 hours) during the 48 hours prior to the beginning of the symptoms (or positive test if asymptomatic)	contact tracing is necessary.	contact tracing is necessary.	
Step 4 Testing	You are strongly encouraged to get a COVID test. <sup>4</sup>	N/A	You are strongly encouraged to get a COVID test. <sup>4</sup>	You are strongly encouraged to get a COVID test. <sup>4</sup>	You may consider getting a COVID test. <sup>4</sup>
Step 5 Isolation & Quarantine *	You must self-isolate for at least 10 days since symptoms appeared <b>AND</b>  At least 24 hours have passed since last fever without the use of fever-reducing medications <u>and</u> symptoms (e.g., cough, shortness of breath) have improved	You must self-isolate for at least 10 days since symptoms appeared (if asymptomatic, then from test date) <b>AND</b>  At least 24 hours have passed since last fever without the use of fever-reducing medications <u>and</u> symptoms (e.g., cough, shortness of breath) have	If you do not live with someone who has COVID-19, your quarantine will end after 10 days, if you don't develop symptoms.  If you develop symptoms, refer to column A.  <a href="#">CCHS Quarantine Order</a>   <a href="#">Instructions</a>	If you live with someone who is ill with COVID-19, you will need to be quarantined for 10 days after your household member no longer needs to be isolated, if you don't develop symptoms.  If you isolated from the person, the 10 day quarantine will be based upon the date of	N/A

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	(If hospitalized, isolation period will be at least 20 days)  <a href="#">CCHS Self-Isolation Instructions</a>	improved  (If hospitalized, isolation period will be at least 20 days)  <a href="#">CCHS Self-Isolation Instructions</a>		last close contact.  If you develop symptoms, refer to column A.  <a href="#">CCHS Quarantine Order</a>   <a href="#">Instructions</a>	
Step 6  Work Status	Work with your supervisor to see if telecommuting is an option. Or, work with HR to complete an application for FFCRA leave <sup>3</sup> and possible workers' compensation paperwork.	Work with your supervisor to see if telecommuting is an option. Or, work with HR to complete an application for FFCRA leave <sup>3</sup> and possible workers' compensation paperwork.	Work with your supervisor to see if telecommuting is an option. Or, work with HR to complete an application for FFCRA leave <sup>3</sup> and possible workers' compensation paperwork.	Work with your supervisor to see if telecommuting is an option. Or, work with HR to complete an application for FFCRA leave <sup>3</sup> .	If you are symptom free, come to work.
Step 7  Return to Work	You may return to work when you meet the criteria for ending self- isolation or your provider determines you are cleared to return.	You may return to work when you meet the criteria for ending self- isolation or your provider determines you are cleared to return.	After the quarantine period, you are to self-assess your symptoms – if symptom free (and fever free), you may return to work.	After the quarantine period, you are to self-assess your symptoms – if symptom free (and fever free), you may return to work.	N/A
<a href="#">Return to Work Guidelines</a>   <a href="#">Certification for Return to Work Form</a>					

<sup>1</sup> [Close Contact](#) Defined (10/26/20)

“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

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Contacts of contacts: Per the CDC, you do not need to quarantine if you have been around someone who was in contact with a person with COVID-19, unless your direct close contact develops COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html> 10/5/20)

<sup>2</sup> COVID Coordinators for exposure reporting: [Laura Marquez](#) 510-620-6974 | [Catherine Selkirk](#) 510-620-5433

<sup>3</sup> All information regarding the eligibility and use of leave under the Families First Coronavirus Response Act (FFCRA), including the application, is available online at <https://www.ci.richmond.ca.us/3965/Coronavirus-Resources-for-Employees>.

<sup>4</sup> For testing resources in Contra Costa County, please visit: <https://www.coronavirus.cchealth.org/get-tested> or your primary care physician.

\*Where quarantine would compromise essential operations, in accordance with applicable health orders, the City may determine that some employees who A) did not require hospitalization or B) are critical essential workers, may return to work sooner than 10 days by considering certain criteria specific to the workplace and employee:

- The employee is able to wear a surgical mask throughout the work day, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
- The facility has implemented all best practice infection prevention procedures, as determined by the local health department.
- Pre-screening to assess employee temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
- Employee is able to self-monitor for temperature and symptoms at home and work.
- Employee is able to maintain a minimum of six feet of distance from other employees in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
- Physical barriers are in place between fixed employee work locations to supplement distancing.
- Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.