



COVID-19 Employee Case Packet CLOSE CONTACT

The City has been notified that you: **Have been in close prolonged contact with someone with confirmed COVID-19**

Important Steps You Must Take:

1. In accordance with Contra Costa County health orders, you need to quarantine. Follow the [home quarantine](#) instructions.
2. You are strongly encouraged to seek guidance from a healthcare provider and get tested for COVID-19. Contra Costa Health Services recommends testing 5 days after exposure to an individual who is positive for COVID 19.
3. Monitor yourself for symptoms.
4. Immediately notify the City's COVID-19 Safety Coordinators, [Laura Marquez](#) and [Catherine Selkirk](#), if you develop symptoms of, or test positive for, COVID-19.
 - a. If within 48 hours of beginning your quarantine, you develop symptoms (or test positive), quickly work with your supervisor to identify everyone that you have had close contact (within 6') with for greater than 15 total minutes in a single day. The period to evaluate is the 48 hours prior to your symptoms beginning (or, if asymptomatic and test positive, 48 hours prior to the specimen collection).

The City is committed to maintaining a safe workplace for our employees, which includes prohibiting discrimination, harassment and retaliation of any kind against any employee for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate, for raising any related concerns, or for raising concerns about workplace safety or employee health. The City's anti-harassment policy is available [online](#).

Please find the following resources to assist you:

- Contra Costa Health Services [Testing](#) Information
- CDC Symptoms Chart
- Home Quarantine Instructions
- If you and your Department agree that you can telecommute during your isolation or quarantine period, complete the City's Telework Agreement.

- Return to Work Criteria - Keep your supervisor and Department informed as to your status. Upon return, employee must complete the [Certification to Return to Work](#) form.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.





FOR CLOSE CONTACTS/HOUSEHOLD MEMBERS

Instructions for Home Quarantine & Health Monitoring

Even though you may not feel sick, you must remain quarantined at home if you have been in close contact with someone with a known COVID-19 infection, depending on your booster status. Quarantine is a way to prevent the spread of the virus. You will need to stay home and monitor yourself for any signs of illness.

During your quarantine period, please follow the instructions below:

1. If you are unvaccinated or eligible for your booster but have not received it, stay in your home during the quarantine period:
 - a. For at least 5 days from your last exposure to someone infected with COVID-19. Quarantine can end if a test taken on or after day 5 is negative and you don't have symptoms. A home antigen test can be used to end quarantine.
OR
For 10 days if you do not test, and no symptoms are present.
2. Do not go to school.
 - a. If you had a close contact in a supervised K-12 school setting, your quarantine and school guidance maybe different. Quarantine recommendations should be discussed with school personnel.
3. Do not got daycare, after school programs, extracurricular activities.
4. Do not go to work.
5. Do not go to the grocery store or run other essential errands (e.g., going to the pharmacy) unless it is absolutely necessary. Please plan to use family members or friends for your essential errands.
6. Do not have visitors for the duration of the quarantine period.
7. Wash your hands frequently with soap and water, especially after coughing, sneezing, blowing your nose, going to the bathroom, or having direct contact with moist materials such as tissue, diapers, and used masks. Hand sanitizer with greater than 60% ethanol or 70% isopropanol as active ingredients can also be used instead of soap and water if the hands are not visibly dirty.
8. Cover your mouth and nose with tissue when you sneeze or cough. Put tissues in the garbage and wash your hands immediately with soap and water or use hand sanitizer.
9. Do not share toothbrushes, drinks, or eating utensils.
10. After 5 days of home quarantine, continue to wear a well-fitting mask around others, especially indoors, for 10 days from your last exposure to someone with COVID-19, and continue to follow all recommended preventative measures and including current masking guidance.





FOR CLOSE CONTACTS/HOUSEHOLD MEMBERS

Monitor your health:

- Monitor yourself for symptoms. The most common symptoms of COVID-19 are fever, cough, and shortness of breath.
- If you start to feel sick, please contact your healthcare provider and let them know you have had contact with someone who has tested positive for COVID-19.
- If you develop symptoms and are unable to get tested for COVID-19 right away through your employer or healthcare provider, you can call Contra Costa Public Health at (844) 421-0804 8:00 am-3:30pm daily or visit <https://www.coronavirus.cchealth.org/get-tested> to schedule an appointment for COVID-19 testing.
- If you are diagnosed with COVID-19 or have symptoms of COVID-19 but unable to get tested, you will have to isolate at home until you have cleared the infection. Please visit <https://www.coronavirus.cchealth.org/for-covid-19-patients> and review self-isolation instructions for confirmed COVID-19 cases.

For Individuals who are up-to-date on their COVID-19 vaccine (have been fully vaccinated and received their booster shot when eligible)

If you are up-to-date on your COVID-19 vaccine and had close contact to someone with suspected or confirmed COVID-19 you do not need to quarantine if:

- You are fully vaccinated (it has been 2 weeks or more after getting the second dose in a 2-dose vaccine series, or 2 weeks or more after getting one dose of a single-dose vaccine series) and are not eligible for your COVID-19 booster **OR**
- For those eligible for a COVID-19 booster (you are 16 years and older, and 6 months from your second shot of a COVID-19 mRNA vaccine [i.e. Pfizer or Moderna] or 2 months after the single dose of Johnson and Johnson vaccine) **AND**
- You have not developed any symptoms since you had your close contact.

If you do not need to quarantine, you should still follow testing recommendations and test 5-7 days after a close contact to someone with suspected or confirmed COVID-19. You should also wear a mask while in public indoors settings and follow any local or state guidance on masking.

Regardless of your vaccination status, you should also continue to watch for symptoms of COVID-19 for 14 days after your close contact and if you start to feel sick, you should isolate immediately and follow the guidance in the *Monitor Your Health* section above. If you go to a healthcare setting (clinic, hospital, etc.) you should tell the facility that you are vaccinated but are a close contact to a COVID-19 case. As a close contact, you may still be contacted by public health for further information and guidance.





FOR CLOSE CONTACTS/HOUSEHOLD MEMBERS

If you do not meet all the criteria above, you should continue to follow current quarantine guidance (on page one of this document) after a close contact to a COVID-19 case.

When does quarantine end?

- Your quarantine will end if you do not have symptoms either:
 - After 10 days from your last exposure to the known COVID-19 positive individual, with or without testing. You must continue to monitor yourself for COVID-19 symptoms for the full 14-day period after your last exposure, as noted above under *Monitor Your Health*. You should also continue to use preventive measures such as the use of a mask/face covering and social distancing from others.
 - OR**
 - After 5 days from your last exposure to the known COVID-19 positive individual, If COVID-19 testing is done on or after day 5 from your last exposure to someone with COVID-19 and the test is negative. You must continue to monitor yourself for COVID-19 symptoms for the full 14-day period after your last exposure, as noted above under *Monitor Your Health*. You should also continue to use preventive measures such as the use of a mask/face covering and social distancing from others.
- If your household member is positive for COVID-19, you will need to be quarantined for either 10 or 5 days, as noted above, after your household member no longer needs to be isolated.
- If you live in a vulnerable setting, you may be asked to remain in quarantine for the full 14 days.
- Work restrictions after a close contact should be reviewed with your workplace.
 - Workplaces may ask you to remain off of work for the full 10 days, regardless of a negative test.

For Students in a K-12 Setting

If you or your child is a student who has had a close contact in a supervised K-12 school setting, you or your child's quarantine and school guidance may be different. Quarantine recommendations should be discussed with school personnel.

If you have any concerns or questions, please call the Public Health COVID Response line during normal business hours (Monday-Friday 8:00AM-5:00PM) at **925-313-6740** or email us at CoCohelp@cchealth.org. You can also find more information online at cchealth.org/coronavirus.





COVID-19 Isolation & Quarantine for Workers

Revised 1/20/2022

This guide covers when and for how long workers must stay home if they test positive for COVID-19 or are exposed to someone who has COVID-19. There are additional guidelines for [health care workers](#) and workplaces covered by the [Aerosol Transmissible Diseases standard](#). When testing to return to work, antigen tests are preferred but tests must be processed by a laboratory, or observed or administered by a medical professional or worker’s employer. Report cases at bit.ly/3KFofIG. For more information, visit cchealth.org/coronavirus.

SCENARIO	ACTION	RETURN TO WORK
Worker tests positive for COVID-19, regardless of vaccination status	Isolate	<ul style="list-style-type: none"> Isolate at home for at least 5 days Can return to work after day 5 if they do not have symptoms or are feeling better <u>AND</u> test negative on day 5 or later If not tested, but they do not have symptoms or are feeling better, they can return to work after day 10 Must wear a face covering around others for 10 days
Worker is unvaccinated and exposed to someone with COVID-19	Quarantine	<ul style="list-style-type: none"> Quarantine at home for at least 5 days after the close contact <u>AND</u> test on day 5 Can return to work after day 5 if they do not have symptoms <u>AND</u> test negative on day 5 or later If not tested and don’t have symptoms, they can return to work after day 10 If they develop symptoms, they must isolate and get tested Must wear a face covering around others for 10 days
Worker is booster-eligible but not boosted and exposed to someone with COVID-19	No Quarantine	<ul style="list-style-type: none"> Can continue coming to work if they do not have symptoms <u>AND</u> test negative 3-5 days after exposure If they test positive or develop symptoms, they must stay home and follow isolation instructions above Must wear a face covering around others for 10 days
Worker is boosted, or fully vaccinated but not yet eligible for a booster, and exposed to someone with COVID-19	No Quarantine	<ul style="list-style-type: none"> Can continue coming to work if they do not have symptoms <u>AND</u> test negative on day 5 after exposure If they test positive or develop symptoms, they must stay home and follow isolation instructions above Must wear a face covering around others for 10 days

