

*Sometimes, despite a person's best efforts to protect themselves from an exposure, an employee may fall ill to COVID-19. The City of Spokane is following guidelines established by the Centers for Disease Control (CDC) and Spokane Regional Health District in its response to COVID-19.*

### **What happens if an employee tests positive for coronavirus?**

Any employee who tests positive for coronavirus must contact their supervisor and/or their HR analyst immediately! If at work, they should immediately isolate and go home. Human Resources will then immediately take the following steps:

- Determine the last day the employee worked.
- Compile a list of people who may have been in close contact (within six feet, unmasked, for at least 15 minutes) with the employee while at work<sup>1</sup> and notify those close contacts of possible exposure.
- Close contacts exhibiting coronavirus symptoms will be immediately isolated and sent home to quarantine.
- Asymptomatic employees who have been identified as a close contact may be instructed to self-quarantine for up to 14 days. Essential workers (i.e. first responders) will be instructed to self-monitor for symptoms, wear masks and appropriate PPE, and physically distance themselves from others whenever feasible. A close contact's healthcare provider may recommend quarantine until they receive a negative test result<sup>2</sup>, or until a certain number of days have passed, before returning to work, depending on individual circumstances.
- If the employee has been in the workplace within the last seven days, HR may close off the work space and facilitate sanitization services from an outside vendor to deep clean surface areas the infected employee may have been in contact with.

Human Resources will advise and assist both an infected employee and close contact(s) on eligibility for and processing of [Emergency Paid Sick Leave](#) benefits to be used during recommended quarantine periods.

### **Will employees be informed of who tested positive?**

No. The ADA prohibits the employer from sharing an employee's medical information. When HR notifies potential close contacts, they will maintain the confidentiality of the infected employee. It is inappropriate for employees to speculate, discuss or otherwise gossip about a coworker's medical condition or status.

### **Are employees covered under Workers Compensation?**

There are three criteria for a workers compensation claim to be valid in Washington as related to COVID-19:

1. Was there an increased risk or greater likelihood of contracting the condition due to the worker's occupation (such as a first responder or health care worker)?
2. If not for their job, would the worker have been exposed to the virus or contracted the condition?
3. Can the worker identify a specific source or event during the performance of his or her employment that resulted in exposure to COVID-19 (i.e., a first responder who actually treated a patient with the virus)?

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<sup>1</sup> Not all interactions result in exposure. A transient interaction (i.e. walking past someone who tested positive) does not pose an increased risk.

<sup>2</sup> Testing should take place after the likely incubation period following close contact.

**What if a member of my household has tested positive?**

Contact your HR analyst immediately! You will likely be advised by your healthcare provider to quarantine for 10-14 days. Human Resources will work with you to determine if eligible for Emergency Paid Sick leave benefits during the quarantine period.

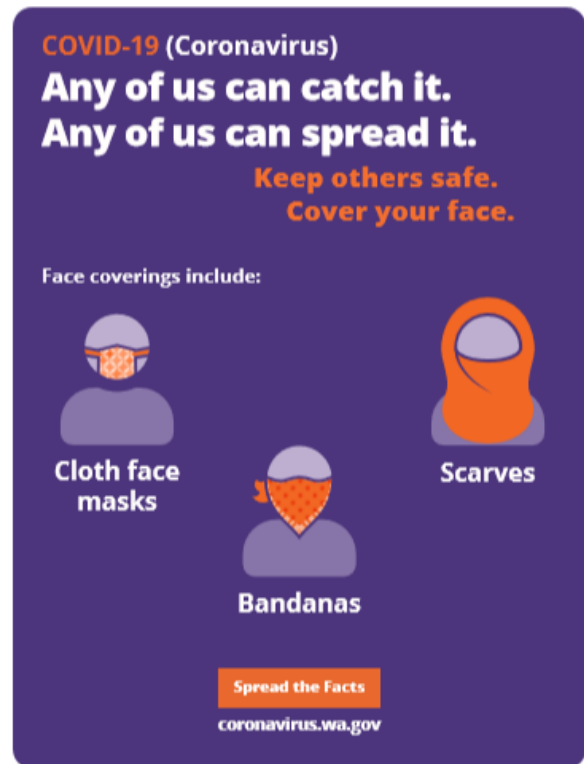
**When can an infected employee return to work?**

- If an employee tested positive for COVID-19 and had symptoms, they can return to work after: 3 days with no fever and symptoms improved AND 10 days after symptoms first appeared OR as recommended by their healthcare provider – whichever is longer.
- If an employee tested positive for COVID-19 but had no symptoms (asymptomatic), they can return to work after: 10 days have passed since the positive test OR as recommended by their healthcare provider – whichever is longer.

**What can I do to keep our workplace safe?**

You can help prevent the spread of COVID-19 by:

- Using PPE when appropriate, wearing of face coverings at work, consistently cleaning and sanitizing work spaces, and the practicing social distancing whenever feasible.
- Self-monitoring for symptoms and staying home if you experience any, including: fever of over 100.4° F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.



**Additional COVID-19 Resources:**

- City of Spokane **COVID-19** Safety Resources: <http://sharepoint.spokanecity.org/sites/employeesafety/layouts/15/start.aspx#/SitePages/Employee%20Safety%20Manual.aspx>
- Spokane Regional Health District: <https://srhd.org/covid19>
- Washington State Coronavirus Response: <https://coronavirus.wa.gov/>
- Washington State Department of Health: <https://www.doh.wa.gov/>
- Washington State Department of Labor & Industries: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus>

*If you have additional questions or concerns about COVID-19, please contact your Human Resources Analyst directly, or email [erahrclerks@spokanecity.org](mailto:erahrclerks@spokanecity.org) for assistance.*