

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.

****This guidance is intended for non-public safety employees. For public safety, please contact the department's COVID Point of Contact.***

What happens if an employee tests positive for coronavirus?

Any employee who tests positive for coronavirus must contact their supervisor and the **HR COVID Response** team at erahrcovidr@spokanecity.org. If at work, they should immediately isolate and go home. The **HR COVID Response Team** 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 for at least 15 minutes and/or shared a vehicle) with the employee while at work¹ 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.
- Asymptomatic essential/critical infrastructure workers with a known exposure to a person with COVID-19 may return to work after 10 days so long as they consistently mask, and physically distance themselves from others whenever feasible. A close contact's healthcare provider may recommend quarantine² until a certain number of days have passed, before returning to work, depending on individual circumstances.
- In some circumstances, asymptomatic critical infrastructure/essential employees with a known exposure to a person with COVID-19 may return to work sooner if a replacement cannot be found. Those employees are required to abide by strict safety precautions such as continuous use of masks and/or PPE and social distancing of at least 6 feet. Employees in this category should not ride in the same vehicle as others.
- 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.

The **HR COVID Response Team** will advise and assist both an infected employee and close contact(s) on eligibility for accessing their reserve FMLA/OJI Sick Leave Bank 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 the **HR COVID Response Team** 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 Not all interactions result in exposure. A transient interaction (i.e. walking past someone who tested positive) does not pose an increased risk.

² Testing should take place after the likely incubation period following close contact.

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19 | Human Resources 2021

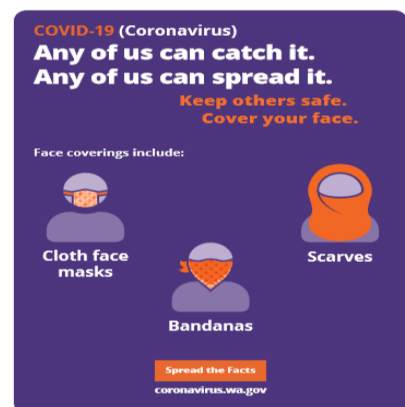
1. Was there an increased risk or greater likelihood of contracting the condition due to the worker's occupation (such as a first responder or health care worker)?
2. If not for their job, would the worker have been exposed to the virus or contracted the condition?
3. Can the worker identify a specific 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)?

What if a member of my household has tested positive?

Contact the **HR COVID Response Team** at erahrcovidr@spokanecity.org immediately! You will likely be advised by your healthcare provider to quarantine for 10-14 days. The **HR COVID Response Team** will work with you to determine if eligible to access your FMLA/OJI Sick Leave Bank 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 all of the following conditions have been met:
 - at least 24 hours have passed since resolution of fever without the use of fever-reducing medication
 - there has been improvement in all symptoms
 - at least 10 days have passed since symptoms first appeared
- If an employee tested positive for COVID-19 but had no symptoms (asymptomatic), they can return to work after the below 2 conditions have been met:
 - At least 10 days have passed since positive laboratory test
 - They have remained asymptomatic



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://covid.srhd.org/>
- 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 the **HR COVID Response Team** at erahrcovidr@spokanecity.org.*