

**YOLO COUNTY HUMAN RESOURCES**  
**GUIDANCE ON HOW TO HANDLE COVID-19 IN THE WORKPLACE**

**AUGUST 2024**

**Updated to conform with the Cal/OSHA COVID-19  
Prevention Non-Emergency Regulations**

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# YOLO COUNTY HUMAN RESOURCES

## GUIDANCE ON HOW TO HANDLE COVID-19 IN THE WORKPLACE

AUGUST 2024

Updated to conform with the Cal/OSHA COVID-19  
Prevention Non-Emergency Regulations

The guidance below is intended for use when we have an employee with a confirmed case of, symptoms of, or work-related exposure to COVID-19. Even a single positive case in the workplace can quickly develop into an outbreak. It cannot be emphasized enough the importance of staying home and reporting to your supervisor when you are feeling sick, especially if experiencing any COVID-19 related symptoms. Yolo County Human Resources, along with County Counsel and our local Health and Human Services Agency Public Health Branch, will collaborate to manage the situation.

### REPORTING RESPONSIBILITIES

Every Yolo County employee has a responsibility in the effort to maintain a safe and healthy workplace.

**Employees** must continue to follow current guidelines to protect themselves and others including wearing a face covering/mask and reporting to their supervisor if they have COVID-19 symptoms or tested positive for COVID-19 during the 10 days following close contact exposure.

**Supervisors** must notify Human Resources (via the [online reporting portal](#) or email [covid.hr@yolocounty.gov](mailto:covid.hr@yolocounty.gov)) if they become aware of an employee with COVID-19 symptoms or who has tested positive for COVID-19. As applicable, notification will be required following direction from Human Resources. Specific communication to other employees shall be otherwise limited. Supervisors must follow up with employees to confirm they meet the return-to-work criteria prior to an employee returning to the worksite.

**Human Resources** will collect specific information on each report and provide a triage determination and share with the supervisor (or designee) the criteria for returning an employee to the workplace along with follow-up questions, guidance on notifications, and other general reminders. Related definitions, notes, and triage and guidance information are outlined below.

### BRIEF DEFINITIONS AND IMPORTANT NOTES

The most recent Cal/OSHA regulations and accompanying FAQs should be consulted for additional information.

**Infectious Period:** For a symptomatic positive case, the infectious period for the purpose of isolation and exclusion from the workplace is from the day of symptom onset until 24 hours have passed with no fever, without the use of fever-reducing medications; AND symptoms are mild and improving.

In the absence of symptoms, there is no infectious period for the purpose of isolation and exclusion from the workplace.

**Close Contact:** An individual is considered to have had close contact with a positive case if, during the positive case's infectious period,

- 1) an individual shared the same indoor airspace for a cumulative total of 15 minutes or longer over a 24-hour period, irrespective of whether a face covering was worn, if the exposure occurred in an indoor space with 400,000 or fewer cubic feet per floor (**nearly all exposures in Yolo County buildings will use this definition**); **OR**
- 2) an individual was within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period if the exposure occurred in a large indoor space greater than 400,000 cubic feet per floor.

Spaces that are separated by floor-to-ceiling walls are considered distinct indoor airspaces.

**Symptoms:** Symptoms of COVID-19 include fever (100.4 degrees Fahrenheit or higher), chills, cough, shortness of breath or difficulty breathing, sore throat, headache, tiredness, muscle or body aches, loss of taste or smell, congestion or runny nose, nausea, vomiting, and diarrhea.

- **Improved Symptoms:** In addition to the absence of fever for at least 24 hours without the use of fever-reducing medication, symptoms must be improved but do not need to have resolved completely. Symptoms such as cough or loss of taste or smell may linger.
- **Pre-Work Symptom Screening:** Daily screening for virus symptoms is required by every employee prior to beginning the workday. An employee experiencing any of the symptoms noted above is encouraged to stay home and contact their supervisor.

**Testing:** Testing through your healthcare provider, at a certified laboratory, or at home is acceptable. Evidence of results should indicate your name, the date the test was performed, the test type, the brand/manufacturer, and the test results, including any instructions on how to read the results, if applicable. Visit [COVID-19 | Yolo County](#) for several local testing options. There are currently two types of diagnostic tests for SARS-CoV-2: molecular tests, such as RT-PCR tests, and antigen tests. Antigen tests are preferred for use within 90 days of a previous positive test. To learn more about testing, visit [CDPH COVID-19 Testing](#). Tests may be available through Yolo County Human Resources. Please contact [covid.hr@yolocounty.gov](mailto:covid.hr@yolocounty.gov) to coordinate any requests.

**Outbreak:** Any time three (3) or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a 7-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. **Please refer to the COVID-19 Prevention Procedure for further guidance and details.**

**Major Outbreaks** occur when there are twenty (20) or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period. **Please refer to the COVID-19 Prevention Procedure for further guidance and details.**

**Exposed Group:** All employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. Exceptions include:

- A place where persons momentarily pass through, without congregating;

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- A COVID-19 employee who was part of a distinct group of employees who are not present at the workplace at the same time as other employees ( Ex: work crew or shift that does not overlap with another work crew or shift); or
- A COVID-19 employee who visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period while wearing a face covering during the entire visit.

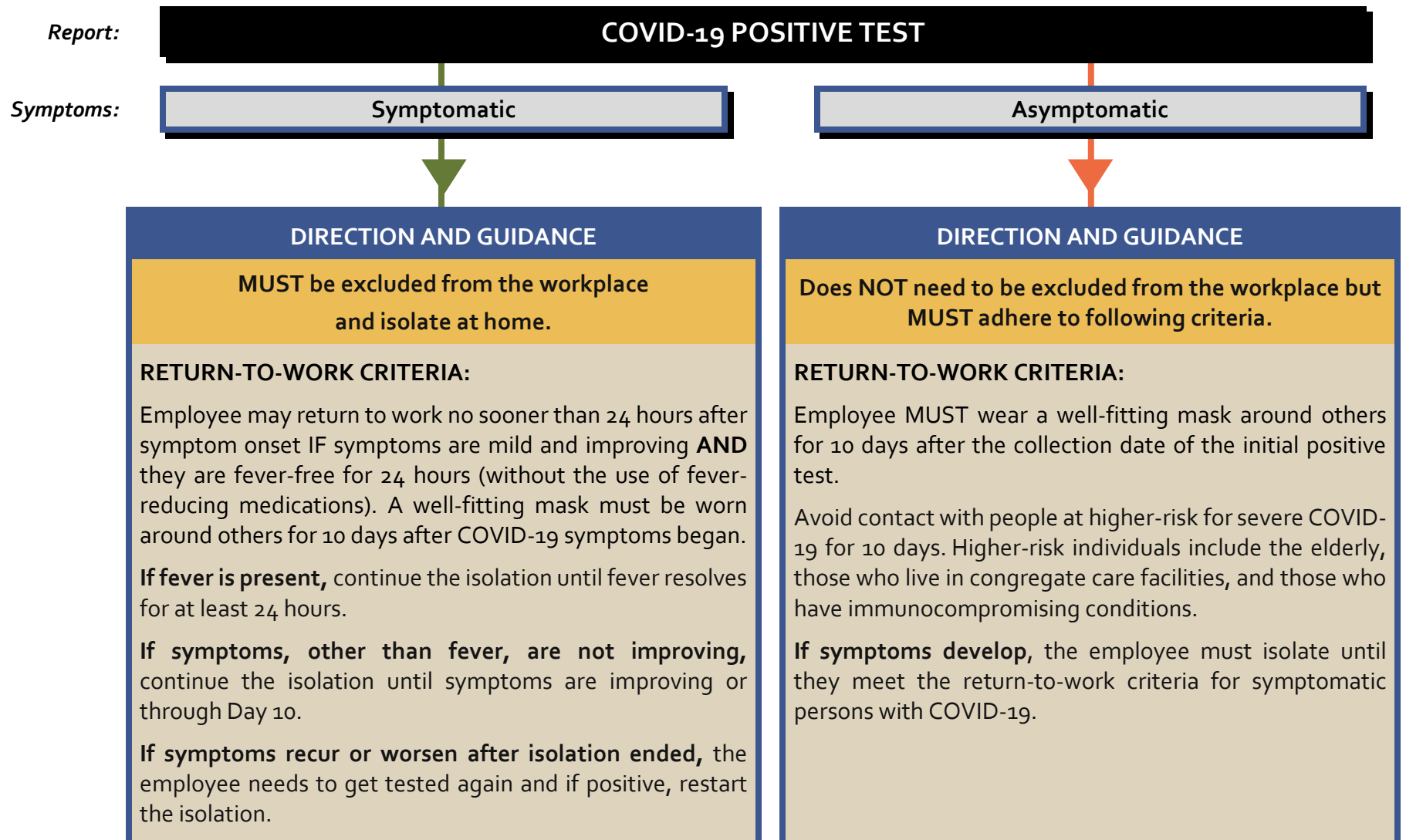
**Isolation** is when an individual is sick from or tested positive for COVID-19 stays home and away from others.

**Quarantine** is when an individual has been exposed to someone infected with COVID-19 stays home and away from others.

**Masking:** Visit [When and Why to Wear a Mask \(cdph.ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/Assessment/When-and-Why-to-Wear-a-Mask.aspx) for the most up-to-date information.

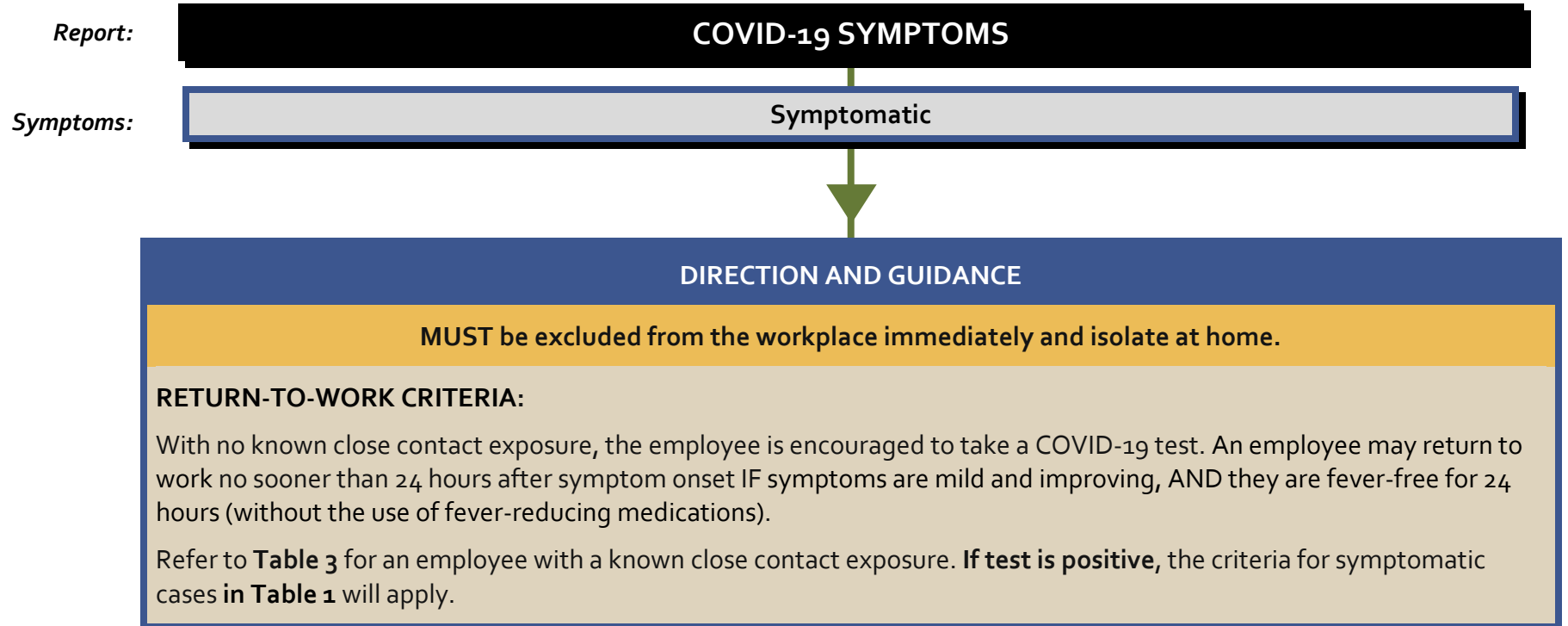
**Exceptions** and deviations from this guidance, defined by County process, may exist for staff members in specific job classifications or Departments if warranted due to the unique sensitivities related to their facilities. During critical staffing shortages, when there are not enough staff to allow continuity of operations, essential critical infrastructure workers shall be triaged for potential return-to-work in accordance with current [All Facilities Letter \(AFL\) 21-08](#) guidance.

**TABLE 1: TRIAGE AND GUIDANCE FOR EMPLOYEES REPORTING COVID-19 POSITIVE TEST RESULTS**



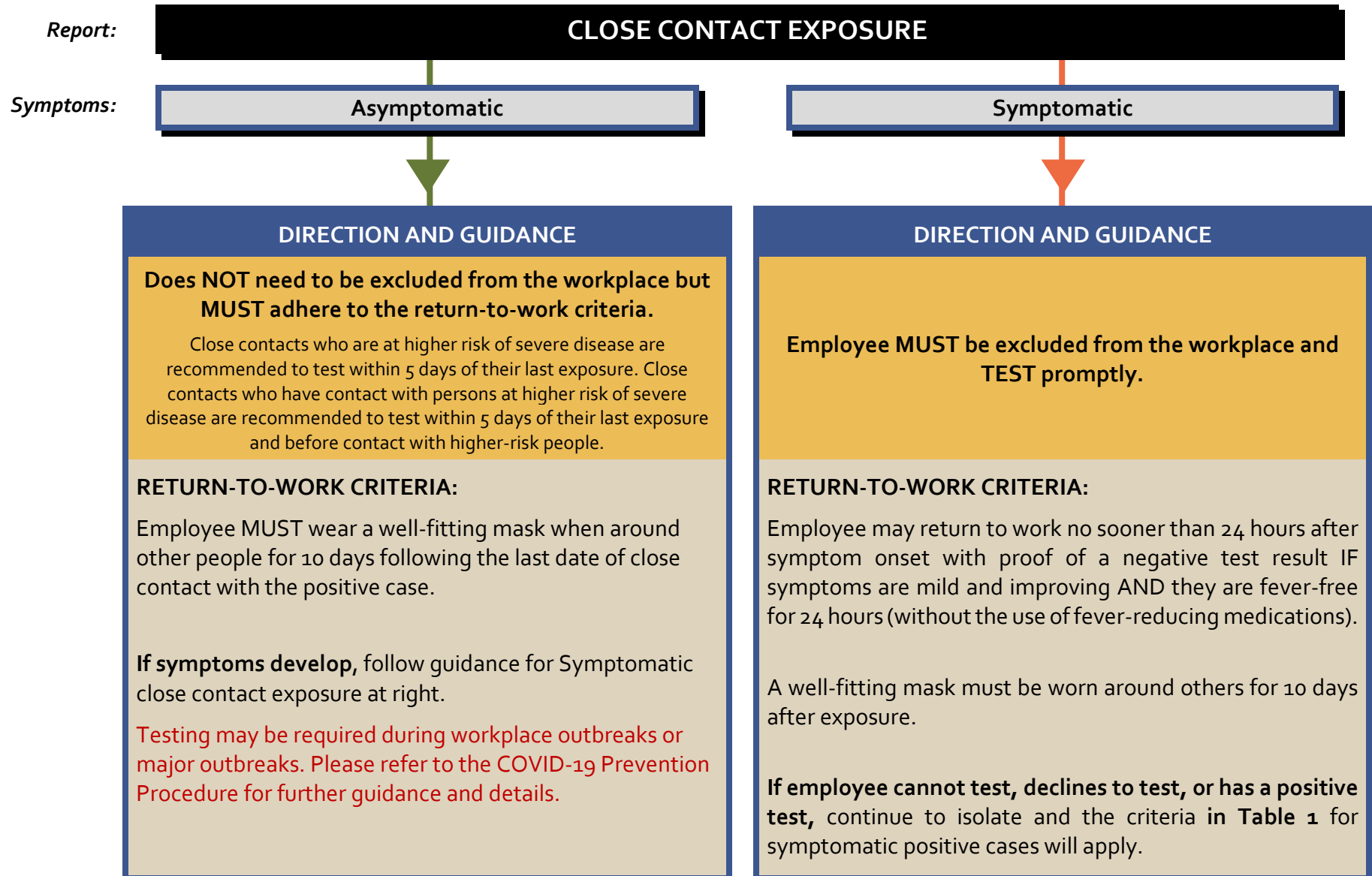
1) Day 1 is the day after symptoms start or, if asymptomatic, Day 1 is the day after the collection date of the first positive test.  
 2) Review the Brief Definitions/Important Notes and the References and Source Documents sections for additional information.

TABLE 2: TRIAGE AND GUIDANCE FOR EMPLOYEES REPORTING COVID-19 SYMPTOMS



1) Day 1 is the day after symptoms start or, if asymptomatic, Day 1 is the day after the collection date of the first positive test.  
2) Review the Brief Definition/Important Notes and the References and Source Documents sections for additional information.

**TABLE 3: TRIAGE AND GUIDANCE FOR CLOSE CONTACT EXPOSURE TO A POSITIVE COVID-19 CASE**



- 1) Day 1 is the day after the last date of close contact with the positive case patient.
- 2) Review the Brief Definitions/Important Notes and the References and Source Documents sections for additional information.
- 3) For a **symptomatic close contact**, an antigen test is preferred for individuals who tested positive within the previous 90 days.

## REFERENCES AND SOURCE DOCUMENTS

Cal/OSHA: COVID-19 Prevention Non-Emergency Regulations  
[https://www.dir.ca.gov/dosh/coronavirus/Non\\_Emergency\\_Regulations/](https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/)

Cal/OSHA COVID-19 Guidance and Resources  
<https://www.dir.ca.gov/dosh/coronavirus/>

California Department of Public Health (CDPH) Guidance Documents and Information  
<https://www.cdph.ca.gov/>

Yolo County COVID-19 Webpage  
<https://www.yolocounty.org/government/general-government-departments/health-human-services/adults/communicable-disease-investigation-and-control/covid-19>

Yolo County COVID-19 Employee Toolkit: Inside Yolo  
<https://yolocountyorg.sharepoint.com/sites/IY-HRS/SitePages/COVID-19-Toolkit.aspx>

For additional guidance, contact [covid.hr@yolocounty.gov](mailto:covid.hr@yolocounty.gov).