COVID-19 Specific Operations Directives

for Supervisors

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Older people and those who have certain underlying medical conditions are more likely to get severely ill from COVID-19. Vaccines against COVID-19 are safe and effective. **As more is learned about the virus these directives may be updated.**

Most SARS-CoV-2 transmission occurs early in the course of infection. Infectiousness peaks around one day before symptom onset and declines within a week of symptom onset, with an average period of infectiousness between 2-3 days before and 8 days after symptoms appear. Some reports suggest that compared with previous variants, Omicron has a shorter incubation period (2-4 days), defined as the time between becoming infected and symptom onset. Data from South Africa and the United Kingdom on Omicron demonstrate that vaccine effectiveness against infection for **two doses of an mRNA vaccine is approximately 35%.** A COVID-19 vaccine **booster dose restores vaccine effectiveness against infection to 75%.** COVID-19 vaccination decreases the risk of severe disease, hospitalization, and death from COVID-19. Because of this, the period for quarantine of close contacts and individuals who test positive is being reduced to five days when symptoms are resolving and the person is fever-free for 24 hours.

SYMPTOMS OF COVID-19

Infection with COVID-19 can cause illness ranging from mild to severe and in some cases, can be fatal. The following include symptoms associated with COVID-19 infection, however, many people who are positive may have no symptoms. The CDC has developed a COVID-19 Self-Checker Tool to allow individuals to enter their symptoms and be advised of their likelihood of infection: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html#

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

COVID EXPOSURE AND QUARANTINE DASHBOARD

Important: Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected**. If you have COVID-19 or have symptoms, isolate for at least 5 days.

Vaccination Status	Close Contact Exposure	Showing Any Symptoms	Positive Test (Self-test, PCR, Antigen test)
"Up to Date" = Vaccinated and Boosted + two weeks since last dose OR **Had COVID confirmed by a PCR test within the last 90 days**	No Quarantine (you can go to work masked) Mask for 10 days Watch for symptoms Isolate if symptoms appear.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have COVID symptoms. Take a COVID test as soon as possible after symptoms appear. Remain home for 5 full days from symptom onset regardless of test result. Return to work day 6 only if no fever x 24 hours and other symptoms improving If you receive a positive test or symptoms are not improving, stay home 5 more days and isolate.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have tested positive for COVID. Remain home for 5 full days from symptom onset or positive test. Isolate from others in your home. Return to work day 6 only if no fever x 24 hours and other symptoms improving If symptoms are not improving, stay home 5 more days and isolate.

Vaccination Status	Close Contact Exposure	Showing Any Symptoms	Positive Test (Self-test, PCR, Antigen test)
Vaccinated without booster (2 doses of Pfizer or Moderna) (1 dose of Johnson & Johnson)	Quarantine at home 5 days. Mask for 10 days Call your supervisor and let them know you been exposed to COVID. Take a COVID test 5-7 days after exposure to someone confirmed or suspected to have COVID. Remain home for 5 full days from exposure regardless of test result. Return to work day 6 only if no fever x 24 hours and no symptoms. If you receive a positive test or symptoms are not improving, stay home 5 more days and isolate.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have COVID symptoms. Take a COVID test as soon as possible after symptoms appear. Remain home for 5 full days from symptom onset regardless of test result. Return to work day 6 only if no fever x 24 hours and other symptoms improving If you receive a positive test or symptoms are not improving, stay home 5 more days and isolate.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have tested positive for COVID. Remain home for 5 full days from symptom onset or positive test. Isolate from others in your home. Return to work day 6 only if no fever x 24 hours and other symptoms improving If symptoms are not improving, stay home 5 more days and isolate.
Vaccination Status	**Close Contact**	**Showing Any**	**Positive Test (Self-**

	Exposure	**Symptoms**	**test, PCR, Antigen test)**
Partially Vaccinated (one dose of Moderna or Pfizer) OR **Unvaccinated**	Quarantine at home 5 days. Mask for 10 days. Call your supervisor and let them know you been exposed to COVID. Take a COVID test 5-7 days after exposure to someone confirmed or suspected to have COVID. Remain home for 5 full days from exposure regardless of test result. Return to work day 6 only if no fever x 24 hours and no symptoms. If you receive a positive test or symptoms are not improving, stay home 5 more days and isolate.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have COVID symptoms. Take a COVID test as soon as possible after symptoms appear. Remain home for 5 full days from symptom onset regardless of test result. Return to work day 6 only if no fever x 24 hours and other symptoms improving If you receive a positive test or symptoms are not improving, stay home 5 more days and isolate.	Isolate at home 5 days Mask for 10 days Call your supervisor and let them know you have tested positive for COVID. Remain home for 5 full days from symptom onset or positive test. Isolate from others in your home. Return to work day 6 only if no fever x 24 hours and other symptoms improving If symptoms are not improving, stay home 5 more days and isolate.

IF YOUR EMPLOYEE IS A CLOSE CONTACT OF SOMEONE AT HOME OR AT WORK WHO IS SUSPECTED OR CONFIRMED TO HAVE COVID-19

1. Determine their individual vaccination status.
    a. If they have been vaccinated and boosted or are within 90 days of a PCR-validated positive COVID-19 infection, they do not need to quarantine. They may come to work but must remain masked for 10 days and it is recommended they get tested 5-7 days after exposure. Test results are not submitted to supervisors or HR but should be used by the employee to determine if they are positive and isolation is needed. If they test positive they cannot return to work for five days from the date of the positive test. The date of their test is day zero.
    b. If they have received one Johnson & Johnson or two mRNA vaccine doses, but no booster, they should quarantine for five days (exposure day is day 0) and test as 5-7 days after exposure to determine infection status. Regardless of test results they must stay home for five days. They can return to work day 6. If they are positive or develop symptoms during this time, their isolation begins from the date of positive test or symptom onset as day 0 and they must remain in isolation for five days.
    c. If they have only received one mRNA vaccine dose or are unvaccinated, they should quarantine for five days (exposure day is day 0) and test at 5-7 days to determine infection status. Regardless of test results they must stay home for five days. They can return to work day 6. If they are positive or develop symptoms during this time, their isolation begins from the date of positive test or symptom onset as day 0 and they must remain in isolation for five days.
    d. Anyone on quarantine can only come back to work as long as they have no fever or other symptoms.

IF YOUR EMPLOYEE HAS TO QUARANTINE, HAS TESTED POSITIVE OR IS EXPERIENCING SYMPTOMS

1. **Give your employee a direct order DO NOT COME TO WORK for five days following symptoms onset or a positive test**. Remember to document the order in writing, and be sure to inform your Department Head through your respective chain of command. For example, if your staff starts feeling sick on Sunday, that is day zero. They must be out of work Monday (Day 1) through Friday (Day 5). They can return to work on Saturday. If you need assistance please contact the Human Resources Department directly.
2. Your employee has been instructed to report their absence along with their symptoms to you. Please notify your payroll staff an ECF must reflect their absence due to COVID and the start date of that leave status.
3. If an employee tests positive, they have been instructed to let you know. There are City resources to help the employee and their family with unmet needs so be sure to let them know.
4. In all cases PLEASE ASK for guidance when you are unsure what to do.

IF AN EMPLOYEE EXPERIENCES SYMPTOMS WHILE WORKING:

1. Have the employee put on a well-fitting mask (if not already wearing one) and leave immediately to get tested and isolate for 5 days. Notify your chain of command all the way to

the Department Head. This person's leave status must reflect absence due to COVID on the ECF.

2. Vaccinated close contacts of the individual who has gone home sick should get tested as soon as possible and wear a mask for 10 days from the exposure. If they test positive they should isolate for 5 days from their positive test (date of test is day 0). If they develop symptoms they should isolate for the five days (date of symptom onset is day 0).

3. Unvaccinated close contacts of the person who tests positive for COVID should quarantine for 5 days after their last exposure to that person (date of exposure onset is day 0).

4. **HELP YOUR EMPLOYEE.** As you can imagine, these times may be scary for someone facing the possibility of contracting the virus and depending on different family situations, the impact it may have on their families. If they have unmet needs (need groceries delivered, childcare, etc.), the City has a Basic Needs program that can be accessed through 211 or by calling the Health Department.