

MASON COUNTY EMPLOYEE & SUPERVISOR PROCEDURES COVID-19 POSITIVE TEST OR EXPOSED TO COVID-19 POSITIVE CASE

Definition: **Quarantine** or **Isolation**

You **quarantine** when you have been exposed to a positive case of COVID-19.

You **isolate** when you have tested positive for COVID-19, even if you don't have symptoms.

EMPLOYEE WITH SYMPTOMS (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, fatigue (tired), nasal or chest congestion, runny nose, nausea, vomiting, diarrhea or new loss of taste or smell.)

- Even **one** of these symptoms could indicate COVID-19 so please monitor your symptoms carefully and get tested if any symptoms appear.
- Avoid exposing others at work; stay home if you are sick or have symptoms.
- If you have COVID-19 you are contagious 2 days prior to having symptoms through 10 days after your symptoms start.

Test for COVID-19 (antigen test at our local Public Health, or PCR at a community test location. Please report PCR results to Countyemployeecovid@masoncountywa.gov)

Note: A negative COVID-19 test is a result for that day only. You could still become positive at a later date.

a. **If test is negative**— and there has been no exposure to a known positive case

- 1) employee may continue to work with daily testing
- 2) monitor for additional/increased symptoms, and
- 3) follow guidance to decrease potential work exposures (Wear a mask over your nose and mouth, try to stay 6 feet away from other people, wash hands often with soap and water for at least 20 seconds, and avoid touching your eyes, nose, and mouth).
- 4) If symptoms increase or worsen, retest and stay home from work.
- 5) If symptoms develop at work, please notify your supervisor, and go home.

b. **If test is positive**—

- 1) **Isolate** at home and notify supervisor. If supervisor not available, please contact our local covid team at extension 588 for further guidance.
- 2) Employee must contact their department supervisor to inform them that they have tested positive for COVID-19 as soon as possible.
- 3) If the test taken was a home test you must verify with a PCR test taken at a community testing site (see testing location lists).

4) The employee's supervisor will complete the **Worksite Exposure Form** and submit the form to Countyemployeecovid@masoncountywa.gov immediately.

5) Public Health will notify HR, the supervisor, and the employee with a guidance letter with instructions and timeframe for isolation if needed, and with a return date to work.

6) If any questions or concerns, please contact our local COVID team at the Public Health Department extension 588.

EXPOSURE PROCEDURES

Definition: **Exposure**

You are considered exposed or a close contact, if you have been within 6 feet of a person that has **TESTED POSITIVE** for COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

1. **Stay at home until supervisor or Public Health reviews the scenario** and follow the procedure: Employee notifies their supervisor as soon as they know if they may have been exposed to COVID-19, at the workplace or outside of the workplace.
2. The employee's supervisor will complete the **Worksite Exposure Form** and submit the form to Countyemployeecovid@masoncountywa.gov immediately.
3. Employees will need to quarantine according to their vaccination status explained in **Quarantine Procedures for Exposed Employees**.

QUARANTINE PROCEDURES FOR EXPOSED EMPLOYEES

Guidelines are different for congregate settings (i.e. jail), please contact our Covid Team at our local Public Health department extension 588 for further guidance.

Any employee who might have been exposed should get tested 5 days after exposure and if or when any symptoms develop. Watch for symptoms until 14 days after exposure utilizing Sara Alert monitoring system (either via text or email). **Note: Fully vaccinated individuals can still get COVID-19.**

1. Vaccinated individuals who have received their booster do not need to quarantine but should wear a mask for 10 days after exposure, **UNLESS SYMPTOMATIC**.
 - a. If symptoms do occur after exposure, individuals should immediately quarantine until a negative test confirms symptoms are not related to COVID-19.
 - b. When in doubt, get tested on day five and as always, wear a mask when in public spaces after isolation and quarantine are complete. Also be mindful of activities, especially indoors and in crowded settings.

2. For unvaccinated individuals or those that are more than six months from their original mRNA dose or more than two months after the J&J vaccine and not yet boosted, employees must quarantine for five days. **If no symptoms after 5 days**, employee may return to work with strict mask use for another 5 days. Monitor symptoms for up to 14 days utilizing Sara Alert monitoring system (either via text or email). Employee may talk to their supervisor to see if telecommuting is an option.
 - a. The exact date of the employee's time to quarantine will be determined and given with instructions in a letter from Public Health to HR, the supervisor, and the employee to follow guidance.
 - b. Employees in quarantine will need to respond via email or text to report their symptom status daily to Public Health utilizing Sara Alert for up to 14 days.