

***CONFIDENTIAL – This investigation report contains personnel and medical information that is confidential and must be maintained in a secure manner. The information is collected in accordance with DOR’s COVID-19 Prevention Program and California Code of Regulations, title 8, section 3205 and may only be disclosed to authorized personnel.***

## **COVID-19 Prevention Program Attachment C**

### **Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. Impacted employees must be provided a reasonable amount of time during the employee’s normal work hours (not to be considered administrative time off) to obtain no-cost COVID-19 testing. This will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

When a positive COVID-19 test result for a DOR employee (a COVID-19 Case) is reported, Attachment C: Investigating COVID-19 Cases form, will be utilized by the office manager to collect relevant information used to assess the risk of potential COVID-19 exposure and determine the appropriate action to be taken. Please collect the below information and submit to your leadership and the [DOR Covid-19 Reporting](#) mailbox.

Date Investigation was initiated:

Name(s) of supervisor(s)/manager(s) conducting the investigation:

***CONFIDENTIAL – This investigation report contains personnel and medical information that is confidential and must be maintained in a secure manner. The information is collected in accordance with DOR’s COVID-19 Prevention Program and California Code of Regulations, title 8, section 3205 and may only be disclosed to authorized personnel.***

<b><u>Data to Collect for Investigation</u></b>
1. Full name of employee (or non-Employee <sup>1</sup> ):
2. DOR office name and business address where employee works:
3. Business phone number:
4. DOR office manager name:
5. Date employee tested for COVID-19:
6. Date employee first showed one or more COVID-19 symptoms:
7. Number of employees in office where positive employee works:
8. Date office closed by management for cleaning:
9. Last date/time positive employee was in the workplace:
10. Date employer notified of positive COVID-19 test results:
11. Any other additional information:

---

<sup>1</sup> Should an employer be made aware of a non-employee infection source COVID-19 status.

**CONFIDENTIAL** – This investigation report contains personnel and medical information that is confidential and must be maintained in a secure manner. The information is collected in accordance with DOR’s COVID-19 Prevention Program and California Code of Regulations, title 8, section 3205 and may only be disclosed to authorized personnel.

12. Date of positive or negative COVID-19 test and/or diagnosis (employee not required to provide the test result):

Positive       Negative

**High Risk Exposure Period**

The “**high risk exposure period**” is for COVID-19 cases who develop symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

13. Date range of high-risk exposure period:

-

**Close Contacts (potentially exposed employees)**

A “**Close Contact**” / “potentially exposed employee” is one who was within six (6) feet of a “COVID-19 case” (someone who tested positive for COVID-19) for a cumulative total of 15 minutes within any 24-hour period of the case’s “high risk exposure period”.

14. Identified close contacts:

***CONFIDENTIAL – This investigation report contains personnel and medical information that is confidential and must be maintained in a secure manner. The information is collected in accordance with DOR’s COVID-19 Prevention Program and California Code of Regulations, title 8, section 3205 and may only be disclosed to authorized personnel.***

15: Confirm that upon conclusion of this investigation, any identified close contacts will be notified using the Close Contact Template (includes directions to quarantine, on obtaining no-cost COVID-19 testing during normal work hours, and benefits available to workers impacted by COVID-19):

Yes

No

**Exposed Workplace**

An “**exposed workplace**” is a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, Cal/OSHA does not expect employers to treat areas where masked workers momentarily pass through the same space without interacting or congregating as an “exposed workplace,” so they may focus on locations where transmission is more likely.

“Exposed workplace” includes only the areas of the building where the COVID-19 cases were present during the “high-risk exposure period.”

16: Identified areas of exposed workplace:

Upon conclusion of the COVID-19 Investigation, submit to your leadership and the [DOR Covid-19 Reporting](#) mailbox this document.