

City of Charlottesville COVID-19 Exposure Procedure

I. Purpose:

The purpose of this procedure is to outline the protocol for exposures. This protocol is for all City employees and is intended to reduce the risk and exposure for COVID-19.

II. Authority & Definitions:

This procedure is based on guidance from the Centers for Disease Control (CDC), the Virginia Department of Health (VDH), the Virginia Department of Labor and Industry (DOLI), and the regulations concerning Virginia Occupational Safety and Health (VOSH).

“Close Contact”

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet (or 2 meters) of sick person with COVID-19 for 15 minutes or more, or
- Being in direct contact with secretions from a sick person with COVID-19 (hugged, kissed, shared eating/drinking utensils, sneezing, coughing, or respiratory droplets)

“Self-monitoring”

- Monitoring for fever by taking a temperature each day and remaining alert for respiratory symptoms (e.g., cough, shortness of breath, sore throat)

“Quarantine”

- Used to keep someone who might have been exposed to COVID-19 away from others
- Helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms
- People in quarantine should stay home, separate themselves from others, and monitor their health

“Isolation”

- Used to separate people infected with COVID-19 from those who are not infected
- Anyone sick or infected should separate from others, stay in a specific “sick room” or area, and use a separate bathroom (if available)

“Low Risk”

- Jobs that do not require contact with people known to be, or suspected of being, infected.
- Workers in this category have minimal occupational contact with the public and other coworkers

“High Risk”

- Jobs with a high potential for exposure to known or suspected sources of COVID-19
- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to
- known or suspected COVID-19 patients or bodies of people known to have, or suspected of having COVID-19

“Vaccinated”

- Received COVID vaccine and have completed the required number of injections per vaccine type (e.g., Moderna, Pfizer, etc. and 10 days have lapsed since last vaccine administration)
- Proof of COVID vaccination card

“Unvaccinated”

- Received no COVID vaccine or only one dose of the of the multi-dose versions.

III. Procedure:

City Departments will contact their Designated Infection Control Officer (DICO) to assist individual employees with this procedure to assess for exposure levels and maintain necessary record keeping required for this procedure. The following procedures cover all exposure levels:

Level 1: Symptomatic: Exhibiting symptoms and/or suspected of COVID-19

- Employee notifies designated Supervisor and/or DICO within their Department;
- The Employee shall not report to work in person;
- If at work, the Employee needs to leave immediately after notification to their Supervisor and/or designated DICO.
- The Employee needs to stay at home and quarantine.
- The Employee registers for a COVID test at the City testing site.
- If the test is **POSITIVE**, the Employee needs to isolate at home for 14 days from the start of symptoms.
- If the test is **NEGATIVE**, the Employee will return to work after fever/symptoms have resolved.
- The Employee needs to inform their Supervisor and/or designated DICO and Human Resources of their positive status.
- The DICO for the Department will notify HR as well as send an email to exposure@charlottesville.gov
- The DICO and/or Supervisor will contact the Employee and determine contact tracing of other employees.
- The Employee may return to work after the 14- day marker only if they have been fever/symptom-FREE for 72 hours prior and have not taken any medications (those medications for fever-reducing, cold, headache, etc.).

Note: Loss of taste and smell symptoms will last for weeks to months. If the Employee had COVID and has either and/or both of those symptoms, and this is not an exclusion. They can return to work after 14 days.

Level 2: COVID-19 Positive: The Employee has had a positive COVID-19 test

- The Employee shall notify their Supervisor and/or designated DICO that they are positive for COVID.
 - The Employee needs to isolate at home for 14 days. The Employee may return to work after the 14 days if they have no fever/symptoms for 72 hours. They must not have taken any medications (fever-reducing, cold, headache, etc.)
- Note: Taste and smell are symptoms that some individuals get with COVID. Taste and smell may not return for weeks to months on individuals that have had COVID but are clear to return to work if no other fever/symptoms exist after their isolation period
- The Notification shall be made to the City Infection Control Officer(s) to implement contact tracing.
 - Employees that test positive and have interacted with the public doing City Business: Contact tracing will be attempted by the Department if known contacts. If unknown contacts, the City Communication Department, HR, and City Legal will draft a message to send out to the public.
 - The Notification needs to be made to Human Resources.

- Paperwork may be provided to employees from Human Resources for any available protected leave programs in effect at the time of exposure or quarantine.
 - Supervisor needs to fill out the online notification to VDH & DOLI Reporting to VDH & DOLI via the online portal
Website: https://redcap.link/doli_vdh_covid_report
- (Online DOLI Reporting should be done in 24 hours or the next business day of the Department learning of a COVID positive employee.)

Level 3: Household with COVID-19 Positive

- If an individual that an employee resides with is Positive for COVID, they must not come to work, or if you are notified while at work about a positive status of an individual in their home – the Employee will need to leave work immediately.
- Contact tracing would need to be performed if the Employee came to work and must leave due to the notification.
 - If Employee is symptom-free: They will test with the City on the next test day. If Negative, no other employees will be affected. If Positive, then contact tracing will be done for all employees that had close contact for the last 72 hours of work before leaving. If the Employee is vaccinated, then there is no “Close Contact” to other employees.
 - If Employee has symptoms or develops symptoms before getting tested: Do contact tracing of all employees that had close contact for the last 72 hours.
- Notification to the Supervisor and/or DICO should be done as soon as the Employee knows of a positive status person within their residence.
- The Employee will need to quarantine at home for 14 days.
- The Employee will need to stay at home for the 14-day quarantine regardless of vaccination status

Level 4: Close Contact – High-Risk Exposure (Exposure Level Determined by DICO)

Vaccinated Employee:

- Quarantine for 3-5 days, Day 4 get a COVID test. Stay in quarantine until you have results. If results are positive for COVID, continue to isolate. (Follow Level 2) If results are negative, the Employee can return to work.
- Monitor for symptoms
- If the development of symptoms/fever occurs, refer to Level 1 and follow the procedure.

Unvaccinated Employee:

- Quarantine for 14 days
- Temperature monitor and complete the 14-Day Temp/Monitoring form

Level 5: Close Contact – Low Risk Exposure (Exposure Level Determined by DICO)

(Only for exposures that the Employee was wearing full PPE)

Vaccinated Employee:

- Employee can work – no restriction

Unvaccinated Employee:

- Temperature/Symptom monitoring for 14 days
- Complete the 14-Day Temp/Monitoring form
- Employee can continue to work – no restriction
- If the development of symptoms/fever occurs, refer to Level 1 and follow the procedure.

Reporting Requirements:

- The Department will track employee availability and notify City Risk Manager and City Managers Office if the Department has 20% of employees out on COVID reasons.
- Supervisors and/or DICOs will report to VDH & DOLI, ALL confirmed COVID-19 Positive employees.

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