

## COVID19 Guidelines

### **(1) In case of an Employee suspects or is concerned of COVID-19 exposure or infection**

- If you have symptoms of COVID-19 or suspect of COVID-19 exposure or infection, please **Do not come to work and stay home**. Follow guidelines of social distancing and sanitization of areas.
- **Seek medical help immediately from your health care provider. Contact your SUPERVISOR immediately and inform about your condition.**

### **(2) In case of an Employee gets POSITIVE TEST FOR COVID-19**

If you receive confirmed COVID-19 diagnosis, based on your own positive test result or the test result of someone with whom you share a residence –**Do not come to work! Contact your SUPERVISOR immediately. It is MANDATORY that the employee reports as follows:**

For SOM departments, report positive COVID-19 test results to: [deputychro@ucdavis.edu](mailto:deputychro@ucdavis.edu)

*Copy your e-mail to the following MMI personnel (see below)*

- Your PRINCIPAL INVESTIGATOR and Lab Manager
- Department Chair (Satya Dandekar: [sdandekar@ucdavis.edu](mailto:sdandekar@ucdavis.edu))
- Chief Administrative Officer (Kathryn Blaisdell: [klblaisdell@ucdavis.edu](mailto:klblaisdell@ucdavis.edu))
- MMI Department Safety Coordinator (Judy Edman: [jedman@ucdavis.edu](mailto:jedman@ucdavis.edu))

*Include in your email:*

- Contact phone number
- County of residence
- Last date/time on campus
- Identify lab(s) and building(s) from when last on campus
- Date of COVID -19 positive test result
- Type of COVID-19 test (if known)
- Date symptoms started
- Date of exposure to other COVID-19 positive individual (if applicable)

### **(3) Sanitization of the Facility Area of COVID-19 Exposure**

- Use the campus reporting protocol (<https://safetyservices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases>) if you believe you, a colleague or an immediate household member may have COVID-19. The notification process informs Custodial Services the area where Level Three Sanitization needs to occur.
- **The CAO will manage the communication process to** contact area owners and send “COVID test positive” announcement to all department personnel. Do not disclose the name of person to department members.
- **The CAO will manage the communication process to** close area to prevent continued use. Post signs and barriers.

- **The CAO will manage the communication process to** identify and isolate exposed area(s), implement the plan to clean and for sanitization.
- <https://campusready.ucdavis.edu/sanitize> - visit link for more information on sanitization procedures.
- **The CAO will manage the communication process to** communicate with users about impacts, plans and scheduled reopening.

#### **(4) In case of an Employee in direct contact of someone testing positive with COVID-19**

If an employee has been in **direct** contact with someone who has tested positive with COVID-19, **they cannot come to work, they must notify their Supervisor and self-isolate for 14 days.** The Supervisor will offer them to work from home if feasible or check with HR to see what types of leaves are available during quarantine.

The **Supervisor** will report this information to the **Chair** and **CAO** immediately and provide the following information. In addition, the supervisor is **NOT** to disclose the name of the person to lab members.

- When was the date you first came in contact with the person who tested positive?
- What buildings/rooms/lab areas were you in (be specific)?
- Were you in close (within 3 feet) or physical contact with anyone (provide names)?
- Were they in other locations such as department Core or animal facilities, shared equipment area, someone else's lab? If so, whose and where?

Also include a narrative of the person's routine up to two weeks before exhibiting first symptoms. Please include dates and times where applicable.

#### **(5) Employee who has NOT been in direct contact but has a family member or friend that lives with them who has been in direct contact with someone testing positive with COVID-19**

If an employee lives with someone who has been in direct contact with someone who has tested positive with COVID-19, **they should notify their Supervisor.** The Occupational Health recommends that the employee take their temperature each day before reporting to work. When at work, the employee must continue social distancing, sanitizing work areas and wear face covering. If possible , the employee should work remotely.

The **Supervisor** must report this information to the **Chair** and **CAO** immediately. The Supervisor is **NOT** to disclose the name of the person to lab members.

##### ***Occupational Health Contacts:***

###### **Amber Flores**

Medical Assistant II Supervisor  
Occupational Health Services  
Office: 530-752-0659  
<http://safetyservices.ucdavis.edu/>  
[ambflores@ucdavis.edu](mailto:ambflores@ucdavis.edu)

###### **Melissa Brown**

Practice Manager  
Occupational Health Services  
Office:530-752-6052/ Fax:530-752-5277  
<http://safetyservices.ucdavis.edu/>  
[melbrown@ucdavis.edu](mailto:melbrown@ucdavis.edu)

**Yolo County Guidelines for residents are listed below – announced July 24, 2020:**

Under the isolation order, COVID-19 positive individuals are required to do the following:

- Isolate themselves in their home or another residence for 10 days. They may not leave their place of isolation or enter any other public or private place, except to receive necessary medical care or during an emergency that requires evacuation to protect the health and safety of the person.
- Tell their close contacts that they need to quarantine themselves. Close contacts of an individual who has COVID-19 are persons who, during the individual's infectious period, were within six feet of the individual for 15 minutes or longer. The infectious period commences 48 hours before symptoms began (or, in the absence of symptoms, 48 hours before the date of administration of a positive test) and ends when the isolation period is over.
- Follow the "Home Isolation Instructions" posted at <https://covidtesting.yolocounty.org>.

The mass quarantine order is directed at residents who have had close contact with a positive COVID-19 individual. Close contacts are required to do the following:

- Stay in their home or another residence for 14 days from the last date that they were in contact with the case. Persons are required to quarantine themselves for the entirety of the 14-day incubation period because they are at high risk of developing and spreading COVID-19. They may not leave their place of isolation or enter any other public or private place, except to receive necessary medical care or during an emergency that requires evacuation to protect the health and safety of the person.
- Follow the "Home Quarantine Instructions" posted at <https://covidtesting.yolocounty.org>.
- Health workers and first responder agency workers, may exempt from quarantining if they inform their employer, are showing no symptoms, and the employer determines they are needed at work based on staffing need.