

## City of Charlottesville COVID-19 Exposure Procedure (revised 4/18/22)

City Manager Signature: 

### **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), and the Virginia Department of Labor and Industry (DOLI).

#### “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 PCR test
- If the test is **POSITIVE**, the Employee needs to isolate at home for a minimum of 5 days from the start of symptoms and follow guidance from Level 2
- If the test is **NEGATIVE**, the Employee will return to work after fever/symptoms have resolved.

*Note: Should symptoms persist, it is recommended the Employee follow-up with their Primary Care Physician (PCP) for flu testing or further treatment.*

#### **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 DICO for the Department will notify HR as well as send an email to [exposure@charlottesville.gov](mailto:exposure@charlottesville.gov)
- The DICO and/or Supervisor will contact the Employee and determine contact tracing of other employees.
  - 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 Employee must isolate at home for a minimum of 5 days. Day 0 is the day symptoms begin. The Employee may return to work on Day 6 if they have no fever/symptoms for 24 hours and their other symptoms have improved without the use of medications (fever-reducing, cold, headache, etc.)
- If an employee is unable to wear a mask when around others, the employee should continue to isolate for a full 10 days.
- If the employee continues to have fever or other symptoms have not improved after 5 days of isolation, the employee should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms have improved.

- Should an employee return upon day 6, the employee should continue to wear a well-fitting mask around others day 6 through day 10.

*Note: Loss of taste and smell symptoms can last for weeks to months. If the Employee had COVID and has either and/or both of those symptoms, the Employee is clear to return to work if no other fever/symptoms exist after their isolation period.*

**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.
  - o If Employee is symptom-free: They will test with the City on the as soon as possible. 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.
  - o 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 the 5 days regardless of vaccination status. The Employee may return to work after the 5-day quarantine has passed **and** the COVID+ person in the household is no longer exhibiting symptoms.

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

Vaccinated Employee:

- No quarantine is necessary unless symptoms develop.
- Wear a well-fitting mask around other people for 10 days after exposure
- Test on day 5 after exposure
- Monitor for symptoms
- If the development of symptoms/fever occurs, refer to Level 1 and follow the procedure.

Unvaccinated Employee:

- Quarantine for 5 days from the date of exposure
- Test on day 5 after exposure
- Wear a well-fitting mask around other people for 10 days after exposure
- Monitor for symptoms
- If the development of symptoms/fever occurs, refer to Level 1 and follow the procedure

**Level 5: Close Contact – Low Risk Exposure (Exposure Level Determined by DICO)  
(Only for exposures that the Employee was wearing PPE (mask))**

All Employees:

- Employee can work – no restriction.
- Monitor for symptoms
- If the development of symptoms/fever occurs, refer to Level 1 and follow the procedure.

**Level 6: If you had COVID in the previous 90-Days**

If you had COVID-19 in the previous 90 days and then came into [close contact](#) with someone with COVID-19, you do not have to quarantine or get tested if you do not have symptoms. But you should:

- Wear a [well-fitting mask](#) indoors in public for 10 days after your last close contact.
- Monitor for [COVID-19 symptoms](#) for 10 days from the date of your last close contact.
- [Isolate](#) immediately and [get tested](#) if symptoms develop.

**Reporting Requirements:**

- The Department will track employee availability and notify City Risk Manager and City Manager's Office if the Department has 20% of employees out on COVID reasons.