



## CITY OF EL SEGUNDO COVID-19 EMPLOYEE ILLNESS GUIDE



The City of El Segundo cares deeply about your health and safety as a valued team member. During this pandemic, we understand that you may have questions or concerns regarding potential COVID-19 cases or exposure. Please see the process below that was developed to keep you and your co-workers safe.

### **What to do if you feel ill or believe you've been exposed:**

***If you are experiencing a serious medical emergency dial 911.***

If you feel ill or believe that you may have been exposed to COVID-19 while on duty, there are certain steps you should take immediately. In all cases detailed below, you must notify your supervisor and the All-Hazards Incident Management Team (AHIMT) COVID-19 Specialist immediately at **310-906-0289**.

### **What to expect once you report an illness or possible exposure:**

Once you notify your supervisor and the AHIMT COVID-19 Specialist is alerted, you may be removed from duty and either be isolated at work, sent home, or asked to remain at home.

You will be contacted within 24 hours by the AHIMT COVID-19 Specialist to discuss your symptoms or possible exposure so that information can be transmitted to the Medical Director for the City, Dr. Cohen.

The COVID-19 Specialist will contact Dr. Cohen to determine if your situation constitutes an exposure incident per health guidelines or if your symptoms represent a potential COVID-19 case. If either situation is determined by the medical director to be a COVID risk, a COVID-19 test will likely be recommended. Testing information will then be provided to you.

In all cases, the following steps are likely to occur:

- You will be sent home to self-monitor symptoms
  - If you experience an escalation of symptoms, or new symptoms appear, notify your supervisor, the El Segundo All-Hazards Incident Management Team COVID-19 Specialist, and contact your primary care physician
- To return to work the following must occur:
  - At least 10 days must have passed since symptoms first appeared AND at least 3 days (72 hours) must pass with no fever greater than 99.9° without the use of fever-reducing medications and be asymptomatic (no other presenting symptoms)
- Once the safety standards are met, you will be allowed to return to work

If it is determined that a significant exposure occurred, the following additional steps will likely be implemented:

You will be asked to quarantine and away from work for either

- 14 days provided that no symptoms develop
- 10 days with no symptoms and with a negative COVID-19 PCR test on the 10<sup>th</sup> day



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If symptoms develop during this quarantine period, you should contact the AHIMT COVID-19 Specialist to discuss COVID-19 testing and how that might affect your return-to-work timeline.

- If you contracted the illness or the exposure occurred in the course of your work duties, you may be asked to submit Injured on Duty & Exposure documentation

Human Resources and/or your supervisor will let you know what your quarantine period will be classified as and what appropriate sick leave will apply.