



CITY OF EL SEGUNDO GENERAL EMPLOYEES

COVID-19 EMPLOYEE ILLNESS

DECISION-MAKING GUIDELINES

CDC GUIDELINES FOR SIGNS AND SYMPTOMS OF COVID-19 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- FEVER (> 100.4 F.), SPIKE IN FEVER
 - DRY COUGH
- SHORTNESS OF BREATH
 - FLU LIKE SYMPTOMS
- COLD/CONGESTION/PRODUCTIVE COUGH/SORE THROAT

GENERAL EMPLOYEES ARE CONSIDERED TO BE LOW RISK TO EXPOSURE

EMPLOYEE ILLNESS ON-DUTY:

NOTIFICATIONS:

- IMMEDIATE SUPERVISOR

EMPLOYEE REMOVED FROM DUTY AND ISOLATED AT WORK

NOTIFICATIONS:

- Dial 911, and report if you have COVID Symptoms

MEDICAL UNIT LEADER WILL BE CONTACTED TO DETERMINE IF COVID-19 TESTING SHOULD BE DONE

YES COVID-19 TEST

FIRE GROUP SUPERVISOR WILL CONTACT TESTING AGENCY TO ADMINISTER COVID-19 TEST. IF EMPLOYEE IS UNABLE TO REMAIN AT WORK, TESTING WILL BE CONDUCTED AT ALTERNATE LOCATION

- 14 DAY EMPLOYEE QUARANTINE TO HOME OR ALTERNATE DESTINATION (DETERMINED BY ADMINISTRATION)
- IOD & EXPOSURE DOCUMENTATION
 - DWC1 & ADMINISURE

QUARANTINE UNTIL ASYMPTOMATIC, PLUS 3 DAYS (72 HRS.), NOT LESS THAN 14 DAYS WITH NO FEVER REDUCING MEDICATION, AND MUST HAVE (2) NEGATIVE COVID-19 TESTS GIVEN (2) DAYS APART.

NO COVID-19 TEST

EMPLOYEE SENT HOME TO SELF-MONITOR SYMPTOMS. ANY CHANGES IN SYMPTOMS CONSISTENT WITH THE CDC GUIDELINES FOR COVID-19, CONTACT YOUR PRIMARY PHYSICIAN IMMEDIATELY

- IT'S BEEN AT LEAST (3) DAYS (72 HRS) SINCE LAST SYMPTOMS (defined as fever less than 99.9 without fever reducing medications) AND ASYMPTOMATIC.
- AT LEAST SEVEN (7) DAYS HAVE PASSED SINCE SYMPTOMS FIRST APPEARED.
- MEDICALLY CLEARED TO RETURN TO WORK
- DAILY SICK CALL WITH SUPERVISOR

EMPLOYEE BACK TO WORK

EMPLOYEE ILLNESS OFF-DUTY:

NOTIFICATIONS:

- IMMEDIATE SUPERVISOR and **STAY AT HOME**

EMPLOYEE MUST REMAIN AT HOME AND SELF MONITOR SYMPTOMS. ANY CHANGES IN SYMPTOMS CONSISTENT WITH THE CDC GUIDELINES FOR COVID-19 TESTING, CONTACT YOUR PRIMARY PHYSICIAN

COVID-19 TEST (Y/N)

- IT'S BEEN AT LEAST (3) DAYS (72 HRS) SINCE LAST SYMPTOMS (defined as fever less than 99.9 without fever reducing medications) AND ASYMPTOMATIC.
- AT LEAST SEVEN (7) DAYS HAVE PASSED SINCE SYMPTOMS FIRST APPEARED.
- PRIMARY PHYSICIAN NOTIFIED & MEDICALLY CLEARED TO RETURN TO WORK
- DAILY SICK CALL WITH SUPERVISOR

EMPLOYEE BACK TO WORK