



The Society of St. Vincent de Paul
of Contra Costa County

Protocols for Communication When an Employee Tests Positive for COVID-19

St. Vincent de Paul of Contra Costa County (SVdP) will follow the Contra Costa Health Services (CCHS) GUIDANCE FOR BUSINESSES AND WORKPLACES WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19. These are attached. The specific details as they relate to SVdP are outlined below

If the employee hasn't been to work during their infectious period (2 days prior to symptoms onset and while symptomatic, or 2 days before their positive test if asymptomatic), then no action beyond standard cleaning and social distancing protocols need to be enacted. necessary.

If the sick employee **DID** come to work during their infectious period, SVdP will proceed as follows the following:

1. Cease operations, close the facility, and thoroughly sanitize it. For the purpose of this document, SVdP facilities are defined as follows:

- **2210 Gladstone Dr. (Administration and Clinic), Pittsburg, CA**
- **2210 Gladstone Dr. (Warehouse), Pittsburg, CA**
- **1415 Simpson Ct. (Dining Room), Pittsburg, CA,**
- **2815 Contra Costa Blvd., Pleasant Hill, CA,**
- **8890 Brentwood Blvd., Brentwood, CA.**

2. The facility can reopen as soon as it has been sanitized.

The sick employee will be instructed to self-isolate at home until they are well and for at least 10 days after symptoms began. If they tested positive, but did not have any symptoms at the time of testing, they should isolate at home for 10 days from the date the test was performed. When the employee's isolation period is complete, and they are no longer experiencing symptoms, *it is not the guidance of CCHS to require a negative test in order to return to work.*

3. Inform other employees that they may have been exposed to COVID-19 and the day(s) on which the potential exposure occurred. If you take this step, you should also instruct your employees to closely monitor themselves for any symptoms of COVID-19 (fever, coughing, and/or shortness of breath) for 14 days and encourage them to get tested.

4. Positive cases will be reported to CCHS to assist with stopping the spread in our community.