



Human Resources & Risk Management

COUNTY OF IMPERIAL

RODOLFO AGUAYO
Director of Human Resources &
Risk Management

County of Imperial Self-Quarantine Order -Non Work Related Exposure Employee Guide

Dear County Employee

This notice has been prepared to assist you in adhering to a self-quarantine order and understanding the County's requirements. First, it is important to understand when a self-quarantine order applies. The Centers for Disease Control (CDC) considers an individual to be in 'close contact' of a COVID-19 Positive individual if, forty-eight (48) hours before the symptoms began or while this same individual was under an isolation order, you:

- 1. Were within six (6) feet of a COVID Positive Person for more than fifteen (15) minutes: or,*
- 2. Had unprotected contact with the body fluids and/or secretions (including but not limited to being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID Positive Person.*

As per direction of the Health Officer, individuals that fall under the above definition must self-quarantine for 14 calendar days after their last close contact with a COVID positive individual.

Self-Quarantine Order:

Unless you receive special clearance from Human Resources, County requires that you remain off the workplace for the length of your self-quarantine order. Special clearance applies only to first responders and employees that receive a self-quarantine order directly from Human Resources due to an exposure that occurred at the workplace.

As per the self-quarantine order, you must quarantine for fourteen (14) calendar days after your last close contact with a COVID Positive individual. Therefore, please ensure that your department is aware of the dates you have been asked to self-quarantine, including the date you expect to return to the workplace.

Your department may require that you telecommute during the length of your self-quarantine. With this option, you would continue to work from home while still adhering to your self-quarantine order. If telecommute is not available, you may use your "Emergency Paid Sick Leave". This leave grants you up to 10 working days of paid leave (capped at \$511 per day and \$5,110 in aggregate). If you have not already exhausted this leave, we ask that you complete the *Emergency Paid Sick Leave* form available via the intranet and submit it to your department for processing.



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The self-quarantine order also requires that you self-monitor for symptoms. The Public Health Department has made available a “*Self-monitoring*” form to assist you in this process. This form is also available via the intranet.

Returning to the workplace:

If you do not have any symptoms, you may return to work upon meeting the fourteen (14) calendar day self-quarantine order. Remember, the fourteen (14) calendar days begin a day after your last close contact with the COVID Positive individual, not from when you were informed of self-quarantine order. Below is an example:

- You received a self-quarantine notice on June 10
- You had a close contact with the COVID positive individual on June 5
- Your self-quarantine order would be in effect from June 6-June 19
- You can return to the workplace on June 20

This notice was prepared using guidelines in place as of June 1, 2020 and will be updated accordingly. If you have any questions, please contact your department for further assistance.

Thank you