



## **COVID-19 SITUATIONAL PROTOCOLS**

**UPDATED: 6/19/20**

### **PURPOSE**

Xcel Mechanical is working diligently to protect the health and safety of our employees, our project partners, and the general public by following mandates released by federal, state and local government agencies - and guidance provided by the CDC, OSHA , and the L.A. County Department of Public Health.

These **“Situational Protocols”** have been created to guide response to the COVID-19 related health scenarios outlined below.

### **SITUATION 1A, B, C**

**Employee has been in close contact with:**

- A.** someone exposed to COVID-19.
- B.** someone showing symptoms of COVID-19
- C.** someone diagnosed with COVID-19.

**Employee does not show symptoms.**

### **SITUATION 2**

**Employee is showing symptoms of COVID-19.**

### **SITUATION 3**

**Employee has been diagnosed with COVID-19.**



## DEFINITION OF KEY TERMS

### QUARANTINE

People who have been **exposed to the COVID-19** and who are at risk for coming down with COVID-19 should practice **self-quarantine**. Health experts recommend that self-quarantine lasts 14 days. Two weeks provides enough time for them to know whether or not they will become ill and be contagious to other people. *(Source: Johns Hopkins Medicine)*

### ISOLATION

For people who are **confirmed to have COVID-19, isolation is appropriate**. Isolation is a health care term that means keeping people who are infected with a contagious illness away from those who are not infected. Isolation can take place at home or at a hospital or care facility. Special PPE will be used to care for these patients in health care settings. *(Source: Johns Hopkins Medicine)*

### CLOSE CONTACT

**Close contact is defined as any contact closer than 6 feet for more than 15 minutes OR unprotected exposure to body fluids**, for example when a person coughs or sneezes close by or when two people share a drink or eating utensil. *(L.A. County Department of Public Health)*

### COVID-19 SYMPTOMS

As defined by the CDC, the symptoms to look out for are:

- Fever
- Dry Cough
- Shortness of Breath

### BEST PRACTICES

There is currently no vaccine to prevent or treat COVID-19. The best way to prevent illness is to avoid being exposed to this virus. **The virus is thought to spread mainly from person-to-person, between people who are in close contact with one another (see above)**. Infection spread occurs through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms. *(Centers for Disease Control and Prevention)*

#### To help keep yourself and others safe:

- Clean your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with others. Stay at home as much as possible. Stay home when sick.
- Cover your mouth and nose with a face cover when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces daily



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### SITUATION 1

**Employee has been in close contact with:**

- A. someone exposed to COVID-19.
- B. someone showing symptoms of COVID-19
- C. someone diagnosed with COVID-19.

**Employee is not showing symptoms.**

#### L.A. COUNTY DEPARTMENT OF HEALTH GUIDANCE ON IDENTIFYING

- “Employees who have been in close contact with a suspected or known case of COVID-19 while that individual was ill or at any time starting two days before symptoms appeared should be in quarantine at home for 14 days.”
- **“A close contact is any person who was within 6 feet for more than 15 minutes of the ill individual or had unprotected direct contact to body fluids of the ill employee** (e.g. cough or sneeze on face or sharing of a drink or a food utensil).”

#### L.A. COUNTY DEPARTMENT OF HEALTH GUIDANCE ON REPORTING

- “Employers cannot legally tell other employees who is sick.”
- “If you know the identities of other people [or companies] who [were in the same place] at the same time and may have had close contact with the individual, contact them.”

#### L.A. COUNTY DEPARTMENT OF HEALTH GUIDANCE ON FOLLOW-UP

- “Assess who has had close contact as described above with this employee, on the job, during breaks or at lunch.”
- “Those individuals are at risk and should home quarantine for 14 days from the time of their last close contact with the infected worker while the worker had symptoms and two days (48 hours) before symptoms appeared.”
- “If they don’t get sick within fourteen days, the time span over which the virus generally appears, they can come back to work safely.”



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### SITUATION 2

#### Xcel Mechanical employee shows symptoms of COVID-19.

**L.A. COUNTY DEPARTMENT OF PUBLIC HEALTH GUIDANCE** “During the current COVID-19 outbreak it is likely that many people with cold and flu-like symptoms have COVID-19.”

- “Send the employee home right away”
- “If they are having trouble breathing or cannot keep fluids down, have them contact their doctor.”
- “If the symptoms are mild, consider alternative work options like teleworking or other arrangements to work remotely if the employee is able to do so.”
- “Most people do not need to see a doctor or get a test for COVID-19 because they will have a mild illness and get better at home.”
- “Guidance about home care for people with respiratory illnesses like COVID-19 can be found at: <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>”

#### **L.A. COUNTY DEPARTMENT OF PUBLIC HEALTH GUIDANCE ON PROTECTING THE WORKPLACE**

- “Assess who has had close contact as described above with this employee, on the job, during breaks or at lunch.”
- **“A close contact is any person who was within 6 feet for more than 15 minutes of the ill individual or had unprotected direct contact to body fluids of the ill employee** (e.g. cough or sneeze on face or sharing of a drink or a food utensil).”
- “Those individuals are at risk and should home quarantine for 14 days from the time of their last close contact with the infected worker while the worker had symptoms and two days (48 hours) before symptoms appeared.”
- “If they don’t get sick within fourteen days, the time span over which the virus generally appears, they can come back to work safely.”
- “Thoroughly clean and disinfect equipment and surface in the workplace that the employee may have touched, such as doorknobs/push bars, elevator buttons, restroom doors, copiers or other office machines, etc.”



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### SITUATION 3

#### Xcel Mechanical employee diagnosed with COVID-19.

##### L.A. COUNTY DEPARTMENT OF PUBLIC HEALTH GUIDANCE

- “This employee must stay home and self-isolate until at least 7 days have passed after the symptoms first appeared AND at least 3 days after recovery.”
- “Recovery means that fever is gone for 72 hours (3 days) without the use of fever-reducing medications and respiratory symptoms (e.g. cough, shortness of breath) have improved.”
- “Employees can learn more about home-quarantine after exposure from a Department of Public Health guide for people exposed to COVID-19:  
(<http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>).

##### L.A. COUNTY DEPARTMENT OF PUBLIC HEALTH GUIDANCE ON PROTECTING THE WORKPLACE

- “Employees who have been in close contact with a suspected or known case of COVID-19 while that individual was ill or at any time starting two days before symptoms appeared should be in quarantine at home for 14 days.”
- **“A close contact is any person who was within 6 feet for more than 15 minutes of the ill individual or had unprotected direct contact to body fluids of the ill employee** (e.g. cough or sneeze on face or sharing of a drink or a food utensil).”
- “You cannot legally tell other employees who is sick.”
- “Assess who has had close contact as described above with this employee, on the job, during breaks or at lunch.”
- “Those individuals are at risk and should home quarantine for 14 days from the time of their last close contact with the infected worker while the worker had symptoms and two days (48 hours) before symptoms appeared.”
- “If they don’t get sick within 14 days, the time span over which the virus generally appears, they can come back to work safely. In the meantime, they may be able to work remotely.”
- “Thoroughly clean and disinfect equipment and surface in the workplace.”
- “If one of your other employees develops symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved).”