


# Okaloosa County Board of County Commissioners

## Administrative Directive



Title: COVID-19 Contact Tracing		
Special Order #: BCC CAO-20-6	Effective Date:	Amends: N/A
Organizational Unit:  All-Countywide BCC	PDMS Index #: BCC CAO 20-6	Accreditation Standards: N/A
Approved:		
 _____ Administrator/Deputy Administrator		_____ Chairman of the Board

### I. Purpose:

To reduce the potential for secondary COVID-19 exposures by quickly identifying persons, places, vehicles and equipment used by an employee who has tested positive for COVID-19.

### II. Policy:

It is the policy of the Board during periods of pandemic/disease outbreak to authorize the County Administrator to vary from established policies and procedures to the extent necessary to carry on efficient operations of the county.

The practical application of this variance will be managed by the County Administrator during this period who will ensure adherence to applicable federal and state laws and guidance from the Florida Department of Health. The County Administrator and/or designee will notify the Board if material changes in policy result in substantial impacts to employees or services.

### **III. Authority:**

Okaloosa County Human Resources Policy Manual Chapter XXIV – Health Crisis Management Policy, Section A- Pandemic Disease/Virus

### **IV: Definitions:**

CDC – Centers for Disease Control

DOH – Florida Department of Health

HR POC for COVID-19 – Human Resources Generalist

RM POC for COVID-19 – Risk Management Coordinator

CA – County Administrator

DCA – Deputy County Administrator

PSD – Public Safety Director

Contact Tracing- The process through which people, places and equipment are identified as potentially exposed or contaminated by a person who has tested positive for COVID-19 through a PCR-test.

### **V. Procedures:**

A. Employee Responsibilities- Symptomatic, Pre-COVID-19 test:

- i. Report any development of symptoms or illness associated with COVID-19 to immediate supervisor or Director as soon as detected, via phone if possible, or email as a secondary option when phone contact fails or exigent circumstances exist.
- ii. Refrain from contact with other employees and entering common areas until given further direction from a supervisor, unless exigent circumstances require the employee to seek immediate medical attention.

- iii. Answer any questions regarding employee contact, location occupancy, equipment/vehicle use or other applicable question regarding potential spread of COVID-19.
- iv. Follow directions from supervisor regarding leaving workplace and seeking medical clearance and/or COVID-19 testing prior to returning to work to limit potential exposures.
- v. Follow directions from DOH officials or other medical professionals (depending on location of test) regarding isolation and/or quarantine. Do not return to work until cleared by DOH, at the direction of another medical professional, or quarantine period has expired.

B. Employee Responsibilities- Post COVID-19 test:

- i. If an employee is asymptomatic and not identified as a close contact to a positive COVID-19 case (within 6 feet for longer than 15 minutes), the employee may return to work.
- ii. Follow directions from DOH officials or other medical professionals (depending on location of test) regarding isolation and/or quarantine. Do not return to work until cleared by DOH, at the direction of another medical professional, or quarantine period has expired.
- iii. Report COVID-19 test results to HR POC for COVID-19, or supervisor, with expected timeline for returning to work if known. Update as needed.
- iv. Answer any questions regarding employee contact, location occupancy, equipment/vehicle use or other applicable question regarding potential spread of COVID-19.

C. Department Director Responsibilities, Symptomatic Employee:

- i. Ensure that subordinate leaders understand and adhere to this directive.
- ii. Immediately isolate employees reporting symptoms on-site while evaluating circumstances. Evaluate circumstances via phone if possible, or email as a secondary option when phone contact fails or exigent circumstances exist. If

face-to-face contact is unavoidable, cloth face coverings or other approved masks should be worn by symptomatic employee and evaluating supervisor during this discussion, while maintaining 6-foot social distancing. If an outdoor venue is available, hold discussion there.

- iii. Provide employee with clear directions to seek medical clearance prior to returning to work and/or seek COVID-19 PCR-test.
- iv. Direct employee to follow all DOH guidance.
- v. Report incident to HR POC for COVID-19 and RM POC for COVID-19. Direct employees in close proximity to monitor health closely for 14 days and report any symptom development consistent with COVID-19.
- vi. Request sanitization of symptomatic employee workstation, vehicle, common areas if unable to complete, through RM POC for COVID-19.
- vii. Maintain confidentiality of employee medical information. Disclosure is permissible only to HR POC for COVID-19, RM POC for COVID-19, PSD or medical professionals involved in Contact Tracing.

D. Department Director Responsibilities, Receipt of Employee COVID-19 Test Results-Negative:

- i. Ensure that employee has been cleared to return to work by DOH or other medical professional and have clearance letter sent to HR POC for COVID-19 prior to employee's return to work.
- ii. Maintain confidentiality of employee medical information. Disclosure is permissible only to HR POC for COVID-19, RM POC for COVID-19, PSD or medical professionals involved in Contact Tracing.

E. Department Director Responsibilities, Receipt of Employee COVID-19 Test Results-Positive:

- i. Report incident to HR POC for COVID-19 and RM POC for COVID-19

- ii. Direct employee to HR POC for COVID-19 to answer any COVID-19 related questions regarding leave.
- iii. Remind employee that they will be required to submit a return to work clearance from DOH or other medical professional prior to returning to work.
- iv. Request Contact Tracing Questionnaire from RM POC for COVID-19.
- v. Follow all directions from RM POC for COVID-19 regarding Contact Tracing within 8 hours unless exigent circumstances prevent same. An effort shall be made to identify any potential exposures which occurred two days prior to symptom onset through time employee was isolated as soon as possible upon notification of positive test results. Delegation to a subordinate manager or supervisor is permitted, but compliance must be ensured by Department Director.
- vi. Request sanitization of symptomatic employee workstation, vehicle, common areas if unable to complete, and not previously requested, through RM POC for COVID-19.
- vii. Ensure that employee has been cleared to return to work by DOH or other medical professional and have clearance letter sent to HR POC for COVID-19 prior to employee's return to work.
- viii. Maintain confidentiality of employee medical information. Disclosure is permissible only to HR POC for COVID-19, RM POC for COVID-19, PSD or medical professionals involved in Contact Tracing.

F. HR POC for COVID-19 Responsibilities:

- i. Ensure appropriate leave is applied to affected employee's leave bank/payroll. Coordinate FMLA as necessary.
- ii. Receive return to work clearances for previously symptomatic and COVID-19 positive employees and coordinate with appropriate Director.

G. RM POC for COVID-19 Responsibilities:

- i. Serve as Contact Tracing Coordinator and coordinate workflow.
- ii. Receive reports of COVID-19 symptomatic employees and coordinate sanitization requests with PSD. Ensure coordination of reports with HR POC for COVID-19 and PSD.
- iii. Receive reports of COVID-19 negative test results for employees. Ensure coordination with HR POC for COVID-19.
- iv. Receive reports of COVID-19 positive test results for employees and coordinate sanitization requests with PSD. COVID-19 positive test results will require sanitization of the employee's work station and/or assigned vehicle/equipment.
- v. Distribute Contact Tracing Questionnaire to appropriate Director or designee. Request completion and return of completed questionnaire within 24 hours.
- vi. Send completed Contact Tracing Questionnaire to PSD for review and point out any identified close contacts/exposures which require immediate mitigation.
- vii. Follow pursuant directions from PSD.

H. Public Safety Director Responsibilities:

- i. Receive reports of symptomatic and COVID-19 negative/positive test results from RM POC for COVID-19.
- ii. Evaluate information in reports for immediate threat/exposure mitigation.
- iii. Provide feedback and/or further direction to RM POC for COVID-19
- iv. Coordinate sanitization of work stations, work spaces, vehicles and equipment occupied and/or used by symptomatic or COVID-19 positive employees.
- v. Provide Contact Tracing Reports to DOH Director, Epidemiologist or designee.
- vi. Make appropriate notifications to DCA and CA as necessary.
- vii. Evaluate process for efficacy and make suggestions for necessary adjustments to CA.

## CONTACT TRACING QUESTIONS

When did you first develop symptoms?

What symptoms did you develop?

Where were you when you developed symptoms?

Were you wearing a mask when symptoms developed? If so, what type?

Who (specific names) were you in close contact with (6 feet or less) for 15 minutes or longer for up to 48 hours prior to first onset of symptoms?

Are any of these contacts County employees? If so, who and for which Department do they work?

**\*\* Director- provide first and last names and contact phone numbers for any identified contacts here please. \*\***

What county offices and/or vehicles did you occupy up to 48 hours prior to first onset of symptoms?

Did you get PCR (swab) tested for COVID-19? If so, when?

Did you receive a positive test result? If so, from what hospital, Doctor or County Point of Testing?

Have you had symptoms since receiving your test results?

Were you contacted by DOH for contact tracing or given any specific instructions by a medical professional or DOH contact tracer?

Have you been given any specific instructions by DOH or other medical professional regarding returning to work?