

Guidelines for Reporting COVID-19 Symptoms and Positive Testing for Employees and Their Household Members

THESE REPORTING REQUIREMENTS DO NOT APPLY TO LDH FACILITIES

IF YOU OR A HOUSEHOLD MEMBER HAVE COVID-19 SYMPTOMS OR A POSITIVE COVID-19 TEST RESULT, YOU MUST DO THE FOLLOWING:

In order to promote and protect the health of you and all of our team members, these requirements are effective immediately. We appreciate you taking the time needed to understand these requirements.

Effective July 13, the Governor has issued a statewide mask mandate. The mandate requires all people 8 years old and above wear a mask or face covering in public throughout the state unless they have a medical condition prohibiting them from wearing a face covering. The mandate applies to indoor and outdoor public spaces.

The order requires face coverings for everyone ages 8 and older except for the following:

- Anyone who has a medical condition that prevents the wearing of a face covering
- Anyone who is consuming a drink or food
- Anyone who is trying to communicate with a person who is hearing impaired
- Anyone who is giving a speech for broadcast or to an audience
- Anyone temporarily removing his or her face covering for identification purposes
- Anyone who is a resident of a parish without a high COVID incidence that has opted out of the masking mandate

IF YOU OR A HOUSEHOLD MEMBER HAVE COVID-19 SYMPTOMS OR A POSITIVE COVID-19 TEST RESULT, YOU MUST DO THE FOLLOWING:

1. Immediately notify your supervisor, who will give you further direction on whether to report to the work site or to stay home; and
2. Immediately notify the Human Resources Director via email to LDH-HRCV19-Report@la.gov. The email must include responses to questions below:
 - a. Identify whether it is the employee or the household member who is having symptoms/positive test; and
 - b. Provide the date when symptoms first began or the date of the positive COVID-19 test along with documentation confirming the positive COVID-19 test result; and
 - c. Identify whether the employee has physically reported to an LDH work site within 24 hours of becoming symptomatic and/or receiving a positive COVID-19 test result.
 - d. What employees - by name - do you recall being in close contact with on your last date at the work site? Close contact is being within 6 feet of this person for 15 minutes or longer.
 - e. What was the last date and time you were at the work site? What buildings/floors/areas did you visit? (This is for sanitation purposes)
3. Immediately call the LDH contact tracer at 877-766-2130 to report your positive result.

Guidelines for Supervisors Receiving a Report that Employee or Employee's Household Member Has COVID-19 Symptoms or Positive Test Result

THESE REPORTING REQUIREMENTS DO NOT APPLY TO EMPLOYEES OF LDH FACILITIES

NOTE: THE FOLLOWING GUIDELINES MAY BE UPDATED DEPENDING ON TESTING AVAILABILITY, TESTING PROCEDURES OR CHANGES IN APPLICABLE COVID-19 GUIDANCE

The name/identity of any individual with a positive COVID-19 diagnosis or COVID-19 symptoms is CONFIDENTIAL. This information is not to be shared with anyone for any reason.

SCENARIO 1: EMPLOYEE CALLS, EMAILS, TEXTS THE SUPERVISOR FROM HOME TO NOTIFY THE SUPERVISOR THAT HE/SHE HAS RECEIVED A POSITIVE COVID-19 TEST RESULT

- A. You, as the supervisor, shall respond to the COVID-19 positive employee with the following questions and directives:
1. Direct the employee to stay home until he/she is cleared to return to work in accordance with latest LDH Employee Guidance. If the employee is able to perform his/her duties from home, you should allow them to perform their work from home.

If the employee cannot work from home, the employee should be put on the appropriate leave. (See the latest version of LDH Employee Guidance)
 2. You, as the employee, must report your test result to Human Resources (HR) at the LDH-HRCV19-Report@la.gov HR email address and include the following information immediately:
 - a. That you tested positive for COVID-19;
 - b. The date of your positive COVID-19 TEST, including documentation confirming positive result;
 - c. Whether you have physically reported to LDH work site within 24 hours of positive COVID-19 test result;
 - d. Provide a list of those employees with whom you have been in close contact on your last date at the work site. Close contact is being within 6 feet of this person for 15 minutes or longer; and
 - e. When were the last date(s) and time(s) you were at the work site? What buildings/floors/areas did you visit? (This is for sanitation purposes).
 3. You, as the employee, must immediately call the LDH contact tracer at 877-766-2130 to report that you have received a positive COVID-19 test result.

- B. If the COVID-19 positive employee has been at the work site within 24 hours of notifying you of the positive COVID-19 test result, you, as the supervisor, should immediately notify the LDH Safety Security Director, Tim White (Timothy.White2@la.gov) so that sanitization can occur at the worksite. If the COVID-19 positive employee has not been at the work site within 24 hours of the positive test result, other LDH employees should be advised to use wipes and sanitizer provided by LDH to wipe down their workspace.
- C. Human Resources will send an individual email to each employee identified as close contacts. Remember, the name of the employee with a positive COVID-19 result is confidential and shall not be shared with anyone other than the individuals designated in this guidance.
- D. If the employee with a positive COVID-19 test result is able to perform his/her duties from home, you should allow that employee to perform his/her work from home. If the employee cannot work from home, the employee should be put on leave. The employee may be eligible for FFCRA or special leave under Civil Service Rule 11.35.

SCENARIO 2: EMPLOYEE IS AT THE WORK SITE AND NOTIFIES THE SUPERVISOR THAT HE/SHE HAS RECEIVED A POSITIVE COVID-19 TEST RESULT

**This scenario should only occur for asymptomatic employees waiting on physician's orders. Employees who are symptomatic should be sent home per the latest LDH employee guidance.*

You, as the supervisor, shall respond to the COVID-19 positive employee with the following directives:

- 1. Direct the employee to go home immediately and to call you as soon as the employee arrives at their home to obtain the necessary information below.
- 2. Direct the COVID-19 positive employee to remain at home isolated until the employee is cleared to return to work in accordance with the latest LDH Employee Guidance.

If the employee is able to perform his/her duties from home, you should allow that employee to perform his/her work from home. If the employee cannot work from home, the employee should be put on the appropriate leave.

- A. While waiting for the COVID-19 positive employee to contact you, you should immediately notify the LDH Safety Security Director, Tim White (Timothy.White2@la.gov) so that sanitization can occur.
- B. Once the COVID-19 positive employee has arrived home and calls you to provide information, you should respond to the employee with the following questions and directives:
 - 1. "Have you reported your test result to HR at the LDH-HRCV19-Report@la.gov HR email address? If not, you need to report immediately the following information:
 - a. That you tested positive for COVID-19;
 - b. The date of your positive COVID-19 TEST, including documentation confirming positive result;
 - c. Whether you have physically reported to LDH work site within 24 hours of positive COVID-19 test result;
 - d. What employees - by name - do you recall being in close contact with on your last date at the work site? Close contact is being within 6 feet of this person for 15 minutes or longer; and

- e. What was the last date(s) and time(s) you were at the work site? What buildings/floors/areas did you visit?" (This is for sanitization purposes).
2. You must immediately call LDH contact tracing at 877-766-2130 to report that you have received a positive COVID-19 test result.
- C. The HR liaison will send an individual email to each employee identified as close contacts. Remember, the name of the employee with a positive COVID-19 result is confidential and shall not to be shared with anyone! The following script will be used.

"You may have been in close contact with an employee who has tested positive for COVID-19. If you are currently at the work site, please go home immediately. If you are at home, remain at home. Contact tracers should be contacting you. You should cooperate fully with them. If you do not hear from the contact tracer within 48 hours, please contact them at 877-766-2130 to advise them of your possible close contact. Please report back to me the instructions from the contact tracer regarding the duration of any quarantine. While quarantining at home, please work from home if you are able to do so. If you are not able to perform your work duties from home, you will be placed on the appropriate leave."

D. If employees with a positive COVID-19 test are able to perform their duties from home, you should allow them to perform their work from home. If an employee cannot work from home, the employee should be put on leave. The employee may be eligible for FFCRA or special leave under Civil Service Rule 11.35.

E. If after 48 hours, those employees, who have been in close contact with the COVID positive employee have not been contacted by a contact tracer, those employees should contact the HR liaison. The HR liaison will follow up with the contact tracer and advise the employee appropriately.

SCENARIO 3: EMPLOYEE CALLS, TEXTS, OR EMAILS THE SUPERVISOR FROM HOME WITH NOTIFICATION THAT THEY ARE EXPERIENCING SYMPTOMS OF COVID-19

You, as the supervisor, shall respond to the symptomatic employee with the following questions and directives:

A. Direct the employee to consult their primary care physician to get tested for COVID-19 within 48 hours.

1. Employees can call 211 to get information on COVID-19 testing site availability and/or visit LDH's coronavirus webpage: <http://ldh.la.gov/index.cfm/page/3934>

Direct the employee to stay home (other than to get tested), until he/she is cleared to return to work in accordance with the latest LDH Employee Guidance.

2. "Have you reported your symptoms to HR at the LDH-HRCV19-Report@la.gov HR email address? If not, immediately email HR utilizing LDH-HRCV19-Report@la.gov to report and provide responses to the following information:
 - a. That you are experiencing symptoms of COVID-19;
 - b. The date your symptoms began;
 - c. Whether you have physically reported to the LDH work site within 24 hours of experiencing COVID-19 symptoms; and
 - d. What was the last date(s) and time you were at the work site? What buildings/floors/areas did you visit?"

- B. If the employee with COVID-19 symptoms is able to perform his/her duties from home, you should allow him/her to perform his/her work from home. If the employee cannot work from home, the employee should be put on appropriate leave. The employee may be eligible for FFCRA or special leave under Civil Service Rule 11.35. (Please see the latest LDH employee guidance.)

SCENARIO 4: EMPLOYEE IS AT THE WORK SITE AND NOTIFIES THE SUPERVISOR THAT THEY ARE EXPERIENCING SYMPTOMS OF COVID-19

You, as the supervisor, shall respond to the symptomatic employee with the following questions and directives:

1. Direct the employee to go home immediately and to call you as soon as the employee arrives at their home to obtain the necessary information below.
2. Direct the employee to consult their primary care physician to get tested for COVID-19 within 48 hours.
3. Direct the employee to stay home (other than to get tested), until he/she is cleared to return to work in accordance with the latest LDH Employee Guidance.
 - A. While waiting for the symptomatic employee to contact you, you should immediately notify the LDH Safety Security Director, Tim White (Timothy.White2@la.gov) so that sanitization can occur.
 - B. Once the symptomatic employee has arrived home and calls you to provide information, respond to the employee with the following questions and directives:
 - a. "Have you reported your symptoms to HR at the LDH-HRCV19-Report@la.gov HR email address? If not, you need to report immediately by providing responses to the following information:
 1. That you are experiencing symptoms of COVID-19;
 2. The date your symptoms began;
 3. Whether you have physically reported to LDH work site within 24 hours of experiencing COVID-19 symptoms;
 4. What employees - by name - do you recall being in close contact with on your last date at the work site? Close contact is being within 6 feet of this person for 15 minutes or longer; and
 5. What was the last date and time you were at the work site? What buildings/ floors/areas did you visit?." (This is for sanitization purposes)
 - C. If the employee with COVID-19 symptoms is able to perform his/her duties from home, you should allow him/her to perform his/her work from home. If the employee cannot work from home, the employee should be put on leave. The employee may be eligible for FFCRA or special leave under Civil Service Rule 11.35.

SCENARIO 5: EMPLOYEE IS AT THE WORK SITE AND NOTIFIES YOU THAT HIS/HER HOUSEHOLD MEMBER HAS RECEIVED A POSITIVE COVID-19 TEST RESULT

You, as the supervisor, shall respond to the reporting employee with the following questions and directives:

1. Direct the employee to go home immediately and to call you as soon as the employee arrives at their home to obtain the necessary information below.
 2. Direct the employee to stay home until he/she is cleared to return to work in accordance with latest LDH Employee Guidance.
 3. If the employee is able to perform his/her duties from home, you should allow him/her to do so. If the employee cannot work from home, the employee should be put on the appropriate leave.
- A. While waiting for the employee to contact you, you should immediately notify the LDH Safety Security Director, Tim White (Timothy.White@la.gov) so that sanitization can occur.
- B. Once the employee has arrived home and calls you to provide information, respond to the employee with the following questions and directives:
1. “Have you reported your household member’s test result to HR at the LDH-HRCV19-Report@la.gov HR email address? If not, you need to report the following information immediately:
 - a. That your household member tested positive for COVID-19,
 - b. The date of your household member’s positive COVID-19 test, including documentation confirming positive result.
 - c. Whether you, the employee, have physically reported to LDH work site within 24 hours of the household member’s positive COVID-19 test result.
 - d. What employees - by name - do you recall being in close contact with on your last date at the work site? Close contact is being within 6 feet of this person for 15 minutes or longer.
 - e. What was the last date and time you were at the work site? What buildings/floors/areas did you visit?” (This is for sanitization purposes)
 - f. You must immediately call the LDH contact tracer at 877-766-2130 to report that you have had close contact with an individual who has received a positive COVID-19 test result.”
- C. If the reporting employee has been at the work site within 24 hours of notifying you of the household member’s positive COVID-19 test result, you should immediately notify LDH Safety Security Director, Tim White (Timothy.White2@la.gov) so that sanitization can occur. If the employee with a positive household member has not been at the work site within 24 hours of the positive test result, other LDH employees should be advised to use the LDH provided wipes and sanitizer to wipe down their workspace.

SCENARIO 6: EMPLOYEE CALLS, TEXTS, OR EMAILS YOU FROM HOME TO NOTIFY YOU THAT HIS/HER HOUSEHOLD MEMBER HAS RECEIVED A POSITIVE COVID-19 TEST RESULT

You, as the supervisor, shall respond to the reporting employee with the following questions and directives:

1. Direct the employee to stay home until he/she is cleared to return to work in accordance with the latest LDH Employee Guidance.

If the employee is able to perform his/her duties from home, you should allow him/her to do so. If the employee cannot work from home, the employee should be put on the appropriate leave.

2. "Have you reported your household member's test result to HR at the LDH-HRCV19-Report@la.gov HR email address? If not, you need to report immediately by providing responses to the following information:
 - A. That your household member tested positive for COVID-19,
 - B. The date of your household member's positive COVID-19 test, including documentation confirming positive result.
 - C. Whether you have physically reported to LDH work site within 24 hours of the household member's positive COVID-19 test result.
 - D. What employees - by name - do you recall being in close contact with on your last date at the work site? Close contact is being within 6 feet of this person for 15 minutes or longer.
 - E. What was the last date and time you were at the work site? What buildings/floors/areas did you visit?" (This is for sanitization purposes)

If the reporting employee has been at the work site within 24 hours of notifying you of the household member's positive COVID-19 test result, you should immediately notify the LDH Safety Security Director, Tim White (Timothy.White2@la.gov) so that sanitization can occur. If the employee with a positive household member has not been at the work site within 24 hours of the positive test result, other LDH employees should be advised to use wipes and sanitizer provided by LDH to wipe down their workspace.