

Jefferson County Commission

County Attorney's Office

Risk Management Division



COVID-19 Response Procedure

Step 1: Employee should notify Supervisor/Manager/Department Head of COVID Exposure immediately or as soon as reasonably possible.

Department Head should send notification of a confirmed COVID exposure to Risk Management, County Attorney, County Manager and Director of HR.

In this notification, the confirmed case should be named with contact number, job title, last day at work, noted with symptoms or asymptomatic and close contacts identified. Also work areas of exposures should be identified for cleaning and disinfecting.

Step 2: Close contacts are confirmed and contacted by Risk Management

Risk Management will confirm a list of close contact persons as defined by the Center for Disease Control and Prevention (CDC) to the confirmed COVID positive case. A close contact is defined by the CDC as someone being within 6 feet for 15 minutes or more collectively within a 24-hour period with a confirmed positive case. The two must be together.

Only those who have been identified and confirmed as close contacts by Risk Management will be contacted. Once contacted, the employee will be asked their vaccination status to determine if a quarantine is needed. Telework should be considered whenever possible.

Step 3: Quarantine and/or Isolation: Timeframes for COVID-19

Positive (Symptomatic)

- Must be isolated for at least 5 days after symptoms first appeared and
- At least 24 hours have passed since last fever (without the use of fever reducing medications) and symptoms have improved. Some symptoms may still be present but MUST be fever FREE.

Symptoms may include any of the following: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder, fever (measured or subjective), chills, rigors, myalgia, headaches, sore throat, nausea/vomiting, diarrhea, fatigue, or congestion/runny nose.

Positive (Asymptomatic)

- Cases who never developed symptoms may discontinue isolation 5 days after the collection date of their 1st positive test results.

Close Contacts (Vaccinated)

- Vaccinated persons with a booster will not have to quarantine after an exposure to COVID-19 and can continue working. The CDC defines a fully vaccinated person as someone who has received 2 dose Pfizer or Moderna vaccine or 1 dose J&J vaccine and a booster. In the event a fully vaccinated person develops symptoms or test positive, they should immediately quarantine and contact Risk Management.

Close Contacts (Not Vaccinated)

- Not vaccinated persons or vaccinated without boosters, if eligible to receive (at least 6 months from the last vaccine shot) must quarantine for at least 5 days after the last contact with the confirmed case. Testing negative on the 5th day or after. Close contacts will be required to have a negative test result before returning to work. Otherwise, the close contact would quarantine at least 10 days from the last date of exposure without testing. During this time the employee should monitor themselves for the illness or symptoms. If symptoms develop, you should seek medical attention and testing for COVID-19.

Step 4: Temperature Check required before returning to work

Once the case and/or close contact has completed their quarantine and/or isolation period, the employee will be subject to a temperature check before they can return to work. Temperature checks can be provided by any Urgent Care, Medical Provider or Fire Department. The temperature should be documented. Note: The employee should be fever free for 24 hours without fever reducing medication before the temperature check. If the employee has no fever, they will be able to return to work. If the employee exhibits a fever at the time of the temperature check, the employee will be asked to continue quarantine for at least 24 hours or as directed. The employee should contact Risk Management for notification of continued quarantine due to fever. Employee should monitor temperature at home. Note: The employee should be fever free for 24 hours without fever reducing medication before returning to another temperature check. A no fever certification will allow the employee to return to work. The employee should give their supervisor the temperature check form upon returning to work. The supervisor or employee should forward a copy of the temperature check form to Risk Management.

Step 5: Employee Returns to work

When the employee is cleared to return to work, the employee is required to wear a fitted mask while around others, indoors and outdoors, continue to practice social distancing, sanitize highly touched surfaces regularly, and wash or sanitize hands often.

Contact the Risk Management office at 205.325.5110 if you have questions.