

**Guidance for City of Long Beach Employees**

The following table provides information and recommendations to assist City employees in addressing concerns related to COVID-19. The recommendations below will help prevent the disease.

Scenario	Employee Action	Department Action
<b>NOT AT WORK SCENARIOS</b>		
Employee has traveled		
Employee has returned and is symptomatic with fever, cough and difficulty breathing	Stay home and call your medical provider for further guidance.  Return to work upon doctor clearance. Follow your department call-in procedures.	Supervisors follow your department call-out procedures. For additional guidance, contact your Administrative Services Officer.
Employee has returned from travel and has tested positive for COVID-19 respiratory illness	Stay home until cleared by Public Health or your clinician.  Follow your department call-in procedures.	Supervisors follow your department call-out procedures. For additional guidance, contact your Administrative Services Officer.
Employee has returned from travel but is not symptomatic	Employees who traveled to the CDC identified countries should remain home and off-site for 14 days after arrival. This is consistent with the current federal policy requiring 14-day quarantine, or self-monitoring with public health supervision, for all such travelers.  Follow your department call-in procedures.	Supervisors follow your department call-out procedures. For additional guidance, contact your Administrative Services Officer.
Employee has not traveled but has informed the department that they may have been exposed to COVID-19	Stay home and seek medical attention. Return to work upon doctor clearance. Follow your department call-in procedures.	Supervisors follow your department call-out procedures. For additional guidance, contact your Administrative Services Officer.

Scenario	Employee Action	Department Action
<b>AT WORK SCENARIOS</b>		
Employees who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to work or become sick during the day	Employees may be asked to return home and seek medical care.	Supervisors do not send employee to Occupational Health. Speak with your Administrative Services Officer before taking any action and seek guidance consistent with the Communicable Disease Prevention Program Policy.  Department may determine to send employee back home and seek medical care.
Employee during work hours may have been potentially exposed to COVID-19	Immediately notify your supervisor. Employee should remain home and seek medical care. Return to work upon doctor clearance. Follow the instructions given by the Department.	Supervisor: Contact your Administrative Services Officer, refer the employee to their personal physician or local urgent care.  AO only: contact OH for further instructions at 562-570-4053.
What if the employee's potential exposure to COVID-19 during work has now been confirmed?	Employee must remain home and follow instructions from their medical provider.  Follow Department call-in procedures	Supervisor: If receive call from the employee, contact your AO immediately  AO: Work with OH according to the Communicable Disease Prevention Program Policy. OH Phone # 562-570-4053.
Because of the exposure at work the employee has notified that an employee will be quarantined at home or a specific location	Employees must follow instructions from their health care provider or local health department. The CDC recommends that individuals with confirmed SARS-CoV-2 positive remain in isolation, either at home or in a health care facility (as determined by clinical status), until they are determined by health provider or public health authorities, in coordination with CDC, to be no longer infectious.	Supervisors follow your department call-out procedures. For additional guidance, contact your Administrative Services Officer.
Employee reports to work and notifies supervisor of third party exposure to COVID-19 & is not exhibiting any symptoms	Employee should self-monitor and remain at work.	Supervisor- Employee can remain at work. Update/notify your AO of the scenario.

Scenario	Employee Action	Department Action
Employee reports to work and notifies supervisor of third party exposure to COVID-19 & is exhibiting flu-like symptoms	Employee should return home and seek medical attention.	Supervisor- Advise employee to return home and seek medical care. Seek guidance from AO for any additional questions/concerns.  AO- For additional guidance, contact OH at 562-570-4053.
<b>OTHER</b>		
The Health Department mandates social distancing due to the state of emergency	Departments will notify affected employees of any operational changes.	Departments upon approval may be required to cancel meetings, workshops, training sessions and scheduled events (this does not apply to Public Safety-first responders).  Departments may be required to adjust their operations in accordance with their Continuity of Operations Plan
City of Long Beach (CLB) Administration offices close or only critical business are allowed to continue	Departments will notify affected employees of any operational changes.	Departments upon approval may be required to cancel meetings, workshops, training sessions and scheduled events (this does not apply to Public Safety-first responders).  Departments may be required to adjust their operations in accordance with their Continuity of Operations Plan

For the most up-to-date information please visit [www.longbeach.gov/COVID19](http://www.longbeach.gov/COVID19)

For employee information and guidance please visit [www.longbeach.gov/hr/covid-19](http://www.longbeach.gov/hr/covid-19)