

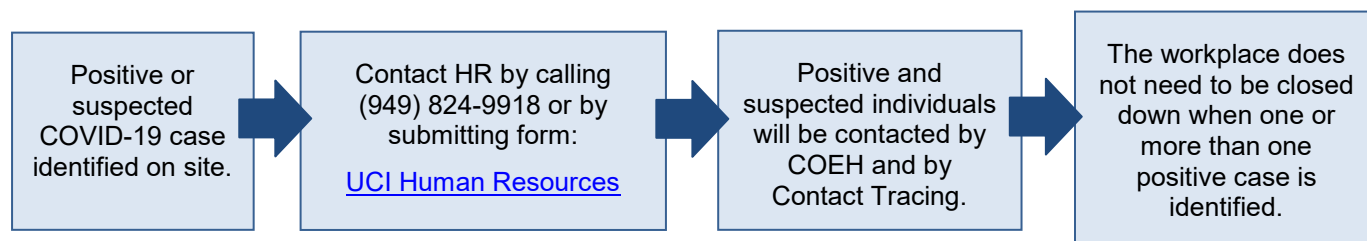
## **Positive or Suspected COVID-19 Cases in the Workplace**

**Revised: January 24, 2022**

If a positive or suspected COVID-19 individual has been identified in the workplace, HR, COEH, and Contact Tracing work together to consult with these individual(s). Departments **should not** be closing their worksite(s) based on the presence of COVID-19 suspected or positive individuals in the workplace. UCI's Contact Tracing team will reach out to the confirmed case(s), their close contacts, and provide them with isolation/quarantine restrictions, if applicable.

Contact EHS at 949-824-6200 or [safety@uci.edu](mailto:safety@uci.edu) for a decontamination strategy/options and post-decontamination occupancy approval.

The following flowchart illustrates a simplified process of what occurs when a positive individual has been in the workplace:



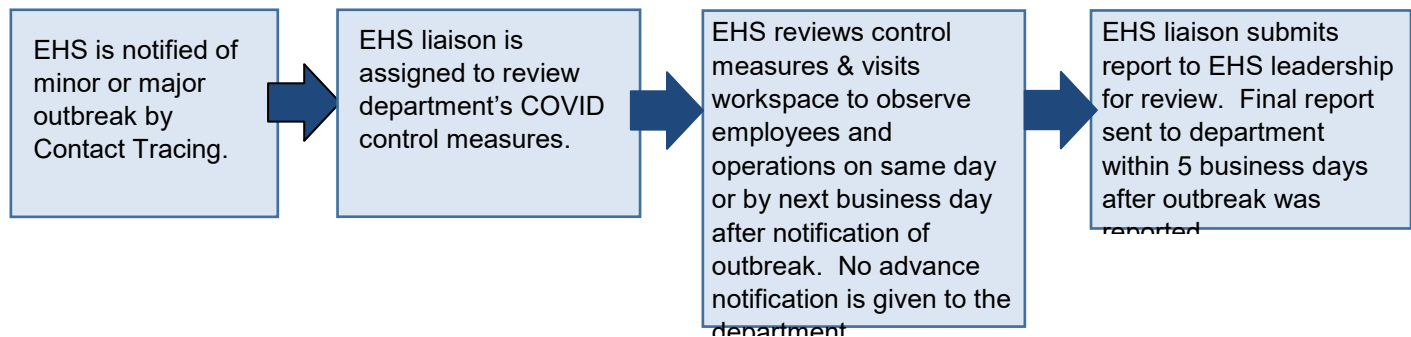
### **Minor<sup>1</sup> or Major<sup>2</sup> COVID-19 Outbreak at the Worksite**

In the event of a minor or major COVID-19 outbreak that is reported by Contact Tracing to EHS, EHS takes the following steps in response to the situation:

For minor or major outbreaks at the worksite, EHS will review the department's Return-to-Campus Unit Plan and Campus Continuation Plan, if applicable, and perform a site visit to perform observations. A report containing observations and recommendations will be sent to the department head within 5 business days of when EHS is notified of an outbreak. Specific steps are listed below under the "EHS Process Notes" section.

EHS will review department work plans every 30 days if the outbreak continues past 30 days.

The following flowchart illustrates the process that EHS takes when notified of an outbreak:



### **EHS Process Notes:**

EHS performs these internal steps to review the department's control measures and documents the process to manage outbreaks.

### **Minor Outbreaks**

- EHS staff will conduct walk through with no advance notice.
  - Walkthroughs consist of observing employee activities and student interactions. EHS notes any potential for COVID-19 exposure(s), specifically focus attention on face covering usage
  - Report summary should include date of minor and/or major outbreak.
  - Staff will compare UCI's COVID policies and procedures against their observations gained from the walkthrough, including leave policies and practices and whether employees are discouraged from remaining at home when sick.
  - Staff will observe and provide recommendations on physical distancing, if indoor tasks can be moved outdoors or performed remotely, and any other applicable controls.
  - Staff will recommend corrective actions in the summary report at the conclusion of the walkthrough, including potentially halting operations until corrections are made.
- Investigator will collaborate with the EHS Industrial Hygiene staff to evaluate buildings or structures with mechanical ventilation systems to ensure systems are maintained and functioning properly.
- EHS will evaluate whether HEPA filtration units would reduce the risk of transmission and implement, if feasible.
- EHS will document the investigation and plan review after the walkthrough is completed.
- EHS will review the department's plan every 30 days if the outbreak continues past 30 days.

### **For major outbreaks, additional elements are included for evaluation and inclusion into the investigation report:**

- Evaluate existing unit/location specific testing efforts. The unit/location shall continue to comply with existing testing requirements (minor outbreak review), except that the COVID-19 testing shall be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.
- **Evaluate usage of required face coverings. Employees in the exposed group who are not wearing N95 voluntary-use respirators shall be separated from other persons by at least six feet**, except where an employer can demonstrate that six feet of separation are not feasible, except for brief exposure while person are in movement, or employ other methods of physical distancing including:
  - Telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such

as reducing production speed, to allow a greater distance between employee. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

- For additional information how to obtain free N95 respirators, or how to comply with physical distancing requirement when not used, please visit [Voluntary Use Respirators \(N95\)](#)
- Evaluate the applicability of UCI's Respiratory Protection Program to the major outbreak workplace.
- Evaluate workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement is not maintained at all times. The unit shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.
- Evaluate existing work being performed and determine the need to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- During the major outbreak period, EH&S will provide additional instructions as needed for any affected units and staff

**Footnotes:**

1. A minor outbreak is defined as three or more cases in an exposed workplace within a 14-day period and continues until there are zero cases for 14 days.
2. A major outbreak is defined as 20 or more cases in an exposed workplace within a 30-day period and continues until there are zero cases for 14 days.