



MEMORANDUM

DATE: July 28, 2022

TO: All LAW A Employees

FROM: Minerva Gutierrez, Personnel Director of Human Resources

SUBJECT: **Important Reminders Regarding Quarantine Guidelines & Return to Work Protocols in the Event of a COVID-19 Exposure or Positive Test Result**

With the recent increase of the new COVID Variant, we want to remind you of LAW A's COVID-19 protocols to keep everyone safe as aligned with applicable public health guidelines. LAW A employees who either test positive for COVID-19 or have an exposure to someone with COVID-19 are required to follow these guidelines.

What to do if an employee tested positive?

- If employee (regardless of vaccination status) tests positive for COVID-19:
 - Employee must be sent home for **at least 5 days** from when symptoms started, or from the day of the positive test if there are no symptoms. Isolation can end and employee can return after day 5 if symptoms are not present or resolving AND a diagnostic specimen collected on day 5 or later tests negative (antigen self-test is acceptable with date and time stamp shared with supervisor).
 - How to count days: The start of isolation - if symptoms currently present, is from the on-set of symptoms (Day 0). If no symptoms then isolation starts on the date the employee got tested (Day 0).
 - If an employee is unable or chooses not to re-test, or if they continue to re-test positive on day 5 or later, as long as their symptoms are not present or are resolving, isolation can end and the employee should return to work after day 10.

What to do if you have an exposure?

- If employee (regardless of vaccination status) has had a close contact* exposure to someone with COVID-19:
 - **Asymptomatic** (no symptoms): Employee may continue to report to work & must test within 3-5 days after close contact.
 - If employee tests positive, then employee should begin isolation and follow protocols under "tested positive" section (above).
 - If employee is unable or chooses not to test, then they continue to quarantine and the employee may return to work after day 10 if symptoms are not present or are resolving.

- Note - employees infected with COVID-19 within the prior 90 days do not need to be tested unless symptoms develop (antigen test is preferred).
- **Symptomatic** (symptoms of COVID-like illness)- Employee is to quarantine and get tested.
 - If test is positive then employee should follow protocols under "tested positive" (above). Employee can return if symptoms are not present or resolving AND a diagnostic specimen test is negative (antigen test is preferred). If employee tests negative on day 5 or later then employee is eligible to return or if still positive after day 5, employee can return after day 10 with improving symptoms.
 - If employee is unable or chooses not to test, then they continue to quarantine and the employee may return to work after day 10 if symptoms are not present or are resolving.

** Close contact = within 6 feet for a duration of 15 minutes or more over the previous 24 hours.*

General Notices

- Supervisor is notified when:
 - If an employee begins to experience COVID symptoms, they must notify their supervisor. If confirmed exposure or positive test, then employee logs the information on the Self-Monitoring Guidance Form for 10 days. The Supervisor MUST immediately complete the Contact Tracing & Reporting spreadsheet and forward to COVIDReporting@lawa.org. When employee completes the Los Angeles Department of Public Health (LADPH) Self-Monitoring Guidance Form they must return it to their supervisor; the supervisor will then review for completeness and immediately forward to Covid19form@lawa.org.
 - The Airport Response Command Center (ARCC) notifies supervisor of a failed COVID-19 Employee Screening App through a Secondary Screening Form via email.
- Employee Safety Unit is notified when:
 - ARCC notifies Employee Safety Unit of a COVID-19 Positive case through the Secondary Screening Form
 - Human Resources notifies Employee Safety Unit of a COVID-19 Positive – regarding a failed Bluestone Test
 - Employee directly contacts the Nurse or Employee Safety Unit of a COVID-19 Positive test
- Human Resources is notified when:
 - There is a possible workplace exposure from COVID reports.

What you can do to help:

- Follow City of Los Angeles and County Department of Public Health requirements to wear a [medical mask or highly protective mask](#) (*completely covers the nose and mouth*) at all times while inside LAWA/City facilities or buses/shuttles.
- Use the COVID-19 Employee Screening App. daily before coming to work as required by LAWA policy:
 - [COVID-19 Screening App \(appsheet.com\)](#) English version
 - [Aplicación de evaluación de... \(appsheet.com\)](#) Spanish version
- Notify and contact your supervisor with any sudden and adverse changes to your health.
- Stay up to date on LAWA's COVID-19 workplace protocols ([LAWA Official Site | Employee Portal | COVID-19 Information](#)).
- Read up to date bulletins & memorandums from Human Resources regarding LAWA's COVID-19 workplace protocols.
- If experiencing symptoms then get a Free COVID-19 test at a testing center near you. [Home | COVID-19: Keeping Los Angeles Safe \(lacity.org\)](#) or take an at home COVID test.
- Get up to date information on vaccines and boosters and avoid large gatherings

If you have questions regarding LAWA's COVID-19 protocols, please visit [LAWA Official Site | Employee Portal | COVID-19 Information](#) or contact Mark Malabuyoc, LAWA's Occupational Health Nurse, at mmalabuyoc@lawa.org or (424) 646-5494.

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