



COVID FORUM

FAQ'S

What's the definition of "exposure"?

- Within 6'
- For 15 minutes or more over a 24-hour period
- NOT wearing PPE
- And, 2 days prior to test date or symptomatic
- It is NOT, contact with a person who had contact with a person (etc.) who tested +

What's the difference between and exposure and an encounter?

- An encounter might meet some but NOT *all* of the above listed criteria.

When do I complete a Form 103?

- When an employee reports a + result to you, OR
- When an employee reports exposure to a known + (e.g. family member, close friend, roommate that lives in the same house, etc.)
- SELECT "COVID-19" Under "Nature"

When do I complete a (SRI) 100A?

- When someone at work has tested + and the definition for exposure is met for other employees.

MORE FAQ'S...

Who needs to be medically cleared in order to RTW?

- Any employee testing + will need to be cleared by the City Physician prior to returning to work.

Can I make an employee get tested?

- No

Are we (as an employer) authorized to receive the employee's test results?

- Yes

When can my employee come back to work?

- IT DEPENDS

COVID-19 Employee Resources

The link is found on the City's OneTeam page and is the most up-to-date information regarding the City's policies and reporting criteria.

- https://oneteam.tucsonaz.gov/our_resources/business_services/riskmanagement/covid19

Arizona DHS Isolation/Quarantine Guideline

- <https://www.azdhs.gov/covid19/documents/public-health-resources/release-from-isolation.pdf>
- Arizona DHS follows CDC guidelines for COVID-19 Exposure. If a person is around another person with a confirmed case of COVID-19 but not meeting the guidelines for exposure, is considered to be an “encounter” and not documented on a 100A or Form 103.

CDC & Arizona DHS Guidelines

- <https://www.azdhs.gov/covid19/documents/everyone-guidance/return-from-isolation-guidance-covid-contact.pdf>
- **Close Contact / Exposure is through proximity and duration:**
 - Someone who was less than [6 feet away from infected person](#) (laboratory-confirmed or a [clinical diagnosis](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic people, 2 days before the positive specimen collection date), until they meet the criteria for [ending isolation](#).

COVID-19 Investigation

- Determine whether the source employee is positive and date of positive test.
- Have supervisor or HR Manager fill out a Form 103 if it is a community-based case.
- Determine if the positive source employee was at work and when the last work day was. If it was greater than 2 days, then no other employee was an exposure or encounter.
- If the source employee was at work, determine if the contact with others was an exposure or an encounter. **Encounters are not documented.**
- A 100A is only filled out if an employee meets the definition of an exposure. Follow up as to why the employees were not following City policy is warranted.
- Review CDC and Arizona DHS guidelines and City policies.
- Refer employee to their PCP directly or through their supervisor or HR Manager. They can seek a return-to-work clearance from MBI after they meet the criteria for it.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/investigating-covid-19-case.html>

COVID-19 Best Practices

- **STAY HOME IF SICK!**
- Follow CDC and Arizona DHS guidelines.
- Wear face covers made of cloth when indoors, in a vehicle with another person, and in crowded public or private places.
- Physical distance when in close proximity to others.
- Wash your hands often.
- Use alcohol based hand sanitizer if washing your hands is not possible (e.g., leaving a store, fueling a vehicle, or other public place).
- Get a booster shot 6 months after your 2nd vaccine shot.

RESOURCES/Questions?

- Your Primary Healthcare Provider (PCP)
- [Pima County Health Department \(PCHD\)](#)
- [Centers for Disease Control \(CDC\)](#)
- [Arizona Department of Health and Human Services \(ADHS\)](#)
- [Occupational Safety and Health Administration \(OSHA\)](#) or [A\(rizona\)DOSH](#)
- Risk Management/Safety at 791-4728 or safety@tucsonaz.gov
- Department HR Manager
- Human Resources (791-4244)
- City Administrative Directives and Policies