

COVID-19 GUIDANCE FOR BUSINESSES

For all COVID-19 information, please refer to Cal/OSHA's Emergency Temporary Standards: <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>.

For more specific reporting guidance, please read below:

Reporting, recordkeeping, and access.

- The employer must notify PPHD of all clusters of 3 or more cases of COVID-19 in an office or other pre-defined or identifiable group (i.e., team, role, meetings, etc.) who were on-site at any point within the 14 days prior to illness onset date. Cases include employees and visitors with confirmed COVID-19.
- The employer submits this information to PPHD using the [COVID-19 Case and Contact Line List for Businesses](#) and [Initial Case Report](#). Secure (encrypted) online email via c19worksite@cityofpasadena.net is the preferred method for notifying PPHD of COVID-19 exposures. All clusters with information for the cases should be reported to Public Health immediately, and no later than 1 business day of being notified of the third, or last, case in the cluster. If needed, additional time may be requested.
- The employer may consult with PPHD to determine whether cases within the reported cluster are epidemiologically linked, meaning that the affected individuals were present at some point in the same setting during the same time period while any of the individuals were infectious. NOTE: A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until isolation ends.
 - Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. For technical assistance on how to assess for epidemiological links, please contact c19worksite@cityofpasadena.net.
 - Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g., in an office, work event, team), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. If epidemiological links exist, PPHD will advise the business on important steps to take and communications to employees regarding precautions to take to prevent further spread at the school, including implementation of site-specific interventions for infection control.
 - PPHD will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. PPHD will contact the employer to advise on next steps. Outbreak Criteria: At least 3 confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the business. Epidemiological links require the infected persons to have been present at some point with shared indoor airspace during the same time period while infectious.
 - If outbreak criteria are not met, PPHD may advise the employer to continue with routine exposure management.
 - If outbreak criteria are met and PPHD recommends an outbreak response, PPHD will notify the employer that an outbreak investigation has been activated and a public health investigator will communicate directly with the business to coordinate the response.