

CITY OF SAN JOSE
QUARANTINE GUIDANCE/WORKPLACE EXPOSURES

January 11, 2021

The purpose of this document is to provide guidance and direction to City Departments of when it is appropriate to quarantine. This guidance is as of January 11, 2021 and is subject to change based on further Santa Clara County Public Health Department (County) and Center for Disease Control (CDC) guidance.

For COVID-19, the City of San Jose, based on the County and CDC guidance, has defined “close contact” for the purposes of determining whether an employee should be quarantined as:

- Being within 6 feet (2 meters) of a person for a cumulative 15 minutes or more during a 24-hour period, who had a laboratory test positive for COVID-19.
- Close exposure is not likely to occur in an office environment/work environment where brief and incidental contact within 6 feet may occur or during health screenings.

For COVID-19 Positives in the Workplace:

When a City employee working onsite tests positive for COVID-19, below are the actions that will be taken by the City:

- The employee who tested positive will be required to comply with isolation guidelines from the County.
- The City will identify the exposure window as defined by the County.
- The City will identify which employees meet the definition of close contact **during the exposure window** and notify them via email of quarantine requirements as required by the County within 1 business day.
- The City will identify any employees who may have interacted with the employee who tested positive **during the exposure window but were not identified as a close contact** and will notify them via email with additional information and guidance as required by the County within 1 business day. Employees who have not be identified as close contacts will not be required to quarantine.
- The City will notify all employees who do not meet the criteria listed above but worked (were screened) at the same work location (address) during the exposure window via email with general information within 1 business day. (For example, if an employee on a specific floor at City Hall tests positive, all employees working/screened at City Hall during the exposure window would be notified.)
- The City will follow the latest CDC and County recommendations for cleaning and disinfecting facilities, including disinfection of the surfaces and workspaces where the employee worked during the exposure window.

Additional information regarding COVID-19 guidance can be found in the City’s Administrative Policy Manual [1.3.9](#).