



County of Santa Clara

Policy Name: Responding to COVID-19 Cases, Close Contacts, and Symptomatic Individuals
Page 1 of 3

Policy Type: Administrative

Category: Administrative Practices

Policy Name: Responding to COVID-19 Cases, Close Contacts, and Symptomatic Individuals

Policy Owner: County Counsel; County Executive

Policy Purpose

The purpose of this policy is to provide County departments and employees with guidance related to COVID-19 cases, close contacts, and symptomatic individuals in the workplace.

Policy Summary

On July 30, 2021, the County Executive and the County Counsel issued an updated memorandum that provided guidance on (1) what departments must do if personnel or visitors at a department facility have COVID-19 symptoms; (2) what personnel must do if they receive a positive test result or were a close contact; and (3) what departments must do if they learn their personnel tested positive or were a close contact.

For more information regarding these requirements, please review the July 30, 2021, memorandum on Connect here:

[url]/sites/policies/FormsrelatedtoPolicies/COVID-19/Memo-Responding-to-COVID-19-Cases-Close-Contacts-Symptomatic-Individuals.pdf

Procedures



County of Santa Clara

Policy Name: Responding to COVID-19 Cases, Close Contacts, and Symptomatic Individuals
Page 2 of 3

For more information regarding these requirements, please review the July 30, 2021, memorandum on Connect here:
[url]/sites/policies/FormsrelatedtoPolicies/COVID-19/Memo-Responding-to-COVID-19-Cases-Close-Contacts-Symptomatic-Individuals.pdf

Definitions

None.

Frequently Asked Questions

None.

Related Policies

- Notification of Major or Sensitive Incidents (Incident Notification) - <https://saecommon.sccgov.org/countypolicy/Incident-Notification.pdf>

Related Forms and Information

- Public Health Department's Home Isolation and Quarantine Guidelines - <https://covid19.sccgov.org/sites/g/files/exjcpb766/files/Home-Isolation-Quarantine-Guidelines.pdf>
- Public Health Department's Home Isolation and Quarantine Guidelines - Contact Tracing - <https://covid19.sccgov.org/contact-tracing>
- Worksite Case and Contact Reporting Portal - <http://www.sccsafeworkplace.org/>



County of Santa Clara

Policy Name: Responding to COVID-19 Cases, Close Contacts, and Symptomatic Individuals

Page 3 of 3

History

Date	Changes Made
7/30/2021	Updated Memo issued.
7/28/2021	Policy Uploaded. (Kyle Larson)
6/22/2021	Memo Issued.