SUBJECT: COVID-19 POSITIVE TEST REPORTING

DEPARTMENT RESPONSIBLE: ALL DEPARTMENTS

I. STATEMENT

The purpose of this Administrative Procedure is to describe the process for an employee to report a positive COVID-19 test result, and subsequent required activities by the employee’s Department and Human Resources.

II. DEFINITIONS

COVID-19: COVID-19 is a disease caused by a virus called SARS-CoV-2.

COVID-19 Test: A rapid point-of-care test, a self-test, or a laboratory test that tells you if you are infected with SARS-CoV-2, which causes COVID-19, using samples from your nose or mouth. A positive test indicates that you are infected.

III. EMPLOYEE RESPONSIBILITIES

A. Employees must still follow their Department’s standard call-in procedure to report their absence.

B. A Pima County employee who has received a positive COVID-19 test result is required to report this information to the designated online portal maintained by Pima County Human Resources within 24 hours of receipt or knowledge of the positive test result.

C. The employee who has tested positive for COVID-19 must provide the following information in the portal:
   1. Employee identification number (EIN).
   2. Employee name.
   3. Employee date of birth.
   4. Employee home address.
   5. Employee Department.
   6. The date that the employee was last physically in the workplace.
7. If applicable, the date that the employee began having symptoms of COVID-19.

8. Whether or not the employee’s COVID test was self-administered at home.
   a. If yes, the employee will also be directed to report the positive test via a link to the Pima County Health Department.
   b. If no, the employee must provide the address and phone number of the doctor’s office/clinic/urgent care where the COVID-19 test was completed.

9. The date of the employee’s positive COVID-19 test specimen collection (that is, when the nasal swab was done or when saliva was collected for testing).

10. The employee’s physical work location (i.e., address, floor, unit name).

11. The names of any coworkers who were “close contacts” with the employee beginning 48-hours before the employee's symptom onset (or positive COVID-19 test, if no symptoms) through when the employee was last in the workplace. A close contact is anyone with whom the employee was within 6 feet for 15 or more minutes, in total, over a 24-hour period, regardless of whether or not masks were being worn.

IV. DEPARTMENT RESPONSIBILITIES

A. Should an employee report a positive COVID-19 test to their supervisor, management, or Department Personnel Representative, the employee must be directed to report this information to the designated online portal maintained by Pima County Human Resources within 24 hours of receipt or knowledge of the positive test result.

B. Department Personnel Representative(s) will be notified by Pima County Human Resources of any workplace close contacts associated with this employee who has a positive COVID-19 test result. The Department must provide notice and guidance to close contacts, the standard language for which may be obtained from Human Resources.

V. HUMAN RESOURCES RESPONSIBILITIES

A. In most cases, standard notice and guidance language will be sufficient and additional input from Human Resources will not be necessary.

B. Human Resources will remain available to Departments for guidance related to unique or rare situations.

C. Human Resources will confidentially maintain the information received in the designated online portal for reporting a positive COVID-19 test result.

D. Human Resources will regularly pull reports from the designated on-line portal and provide to the Health Department as needed.
VI. REFERENCES

Centers for Disease Control and Prevention: cdc.gov

Pima County Health Department: pima.gov/COVID19

Arizona Department of Health Services: azdhs.gov