

COUNTY OF VENTURA

COVID-19 EXPOSURE PROCESS INFO SHEET

The COVID-19 epidemic has resulted in many questions from the County workforce about how work-related exposures and the need for time off to recover will be handled.

The usual worker's compensation process requires the employee who believes he/she was injured or became ill in the course of doing their job to use personal leave time to cover absences from work. If the injury/illness is determined to be work related by the County's Worker's Compensation Administrator, the employee is put on industrial leave and his/her personal leave banks are restored for any time used.

Our office has designed a process for assessing and managing potential work-related exposures to COVID-19. This general process is illustrated in the attached three charts for the most common situations. Distilling the main points from the three different charts:

1. Employees sent home from work due to a work-related COVID-19 exposure will be placed on paid administrative leave. The time off will not be charged against their personal leave banks.
2. Employees sent home from work due to a non-work-related COVID-19 exposure or related issues may use the COVID-19 leave time (80+80 for up to a potential 160 hours) as approved by the Board of Supervisors on Tuesday, March 24. Their personal leave banks will be charged only if they exhaust the COVID-19 leave provision.

The process illustrated in the attached charts is general in nature, affording each agency/department the discretion in setting the process to determine if an employee exposure was "reasonably" work-related and, if so, if the employee should continue to report for work, be sent home on paid administrative leave, and/or be tested. Note that the determination of "reasonably" work related is an informal decision for the purposes of determining if the employee is to be placed on paid administrative leave rather than required to use their own leave banks. This decision does not imply the exposure to COVID-19 is actually work-related and therefore the employee receives the benefits of worker's compensation. The workers' compensation process must still be followed for that determination to be made.

Should your agency/department assessment process wish to refer an employee to testing, an employee COVID-19 Employee Hotline has been established to help determine if a COVID-19 test will be ordered. The testing and lab facilities have also been determined based on occupation groupings.

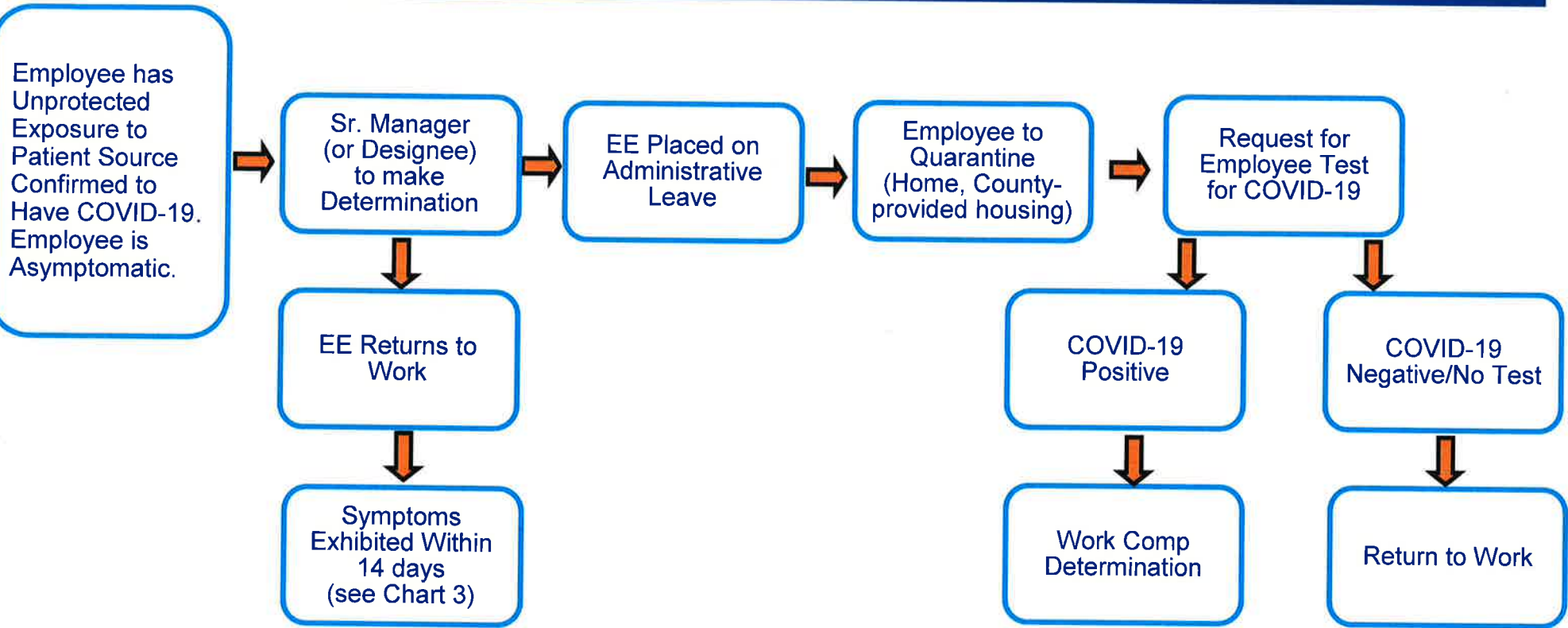
Occupation	Report To	Test Facility	Lab Facility
Health Care Workers	COVID-19 Employee Hotline	AFMC	Public Health Lab
First Responders (County)	COVID-19 Employee Hotline	Las Islas South	Public Health Lab
Front-line Workers (e.g., nurses and social workers)	COVID-19 Employee Hotline	Sierra Vista Clinic or AFMC	QUEST
All Other County Employees	Primary Care Physician (PCP)	Per PCP	Per PCP



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COVID-19 EXPOSURE

Chart 1

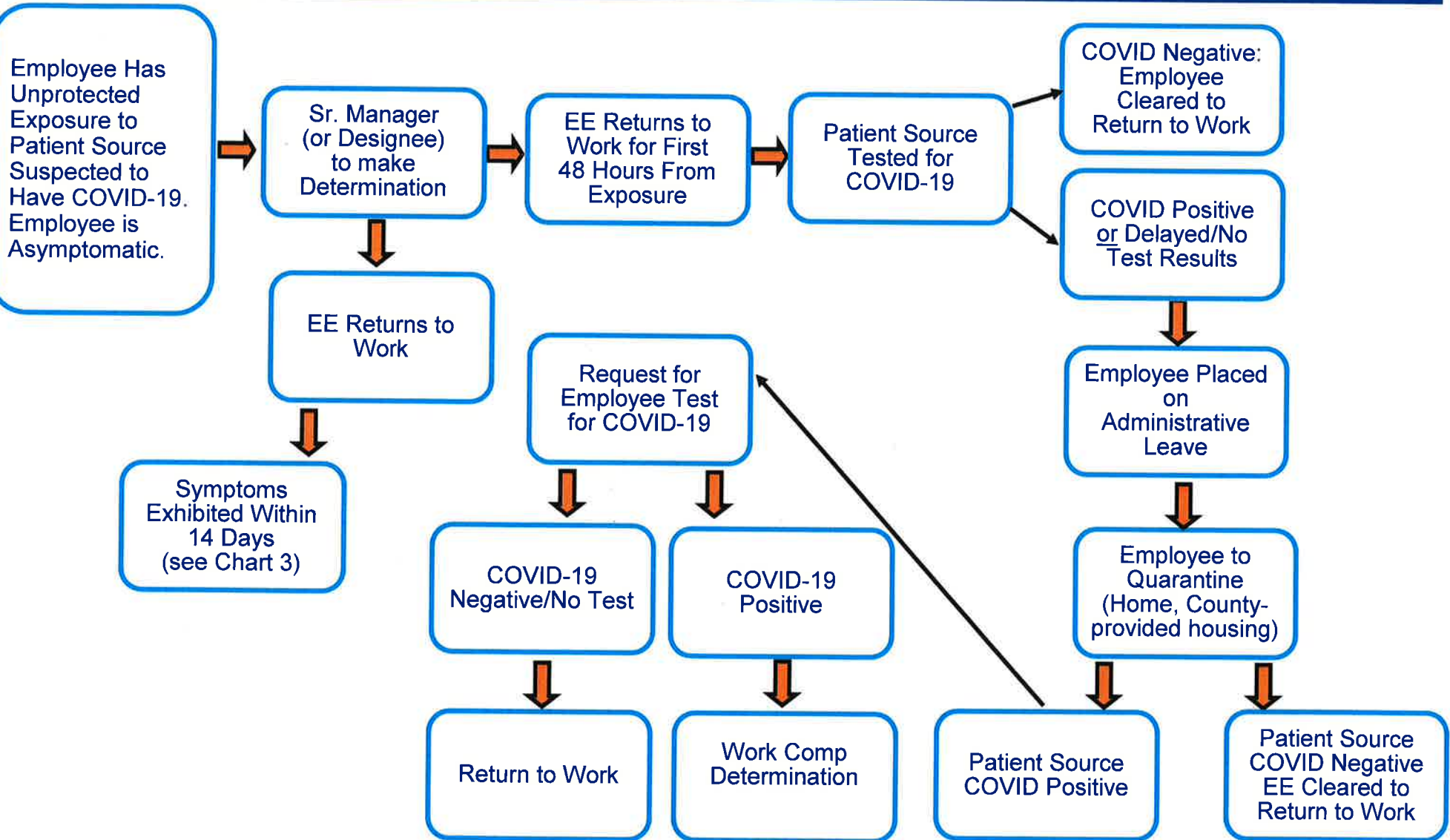




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COVID-19 EXPOSURE

Chart 2





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COVID-19 EXPOSURE

Chart 3

