



Action Checklist

- Sanitize the employee's workstation who tested positive immediately.

- Contact General Services Facility Services Division via Facility Work Request and a follow up phone call to Custodial to schedule a disinfectant fogging of the workspace. Depending on staff availability, a contract service may be required to perform a deep clean.

- If applicable, Red Tag the vehicle so that other City employees do not use it. Notify the Fleet Services Division with the City vehicle number used by the employee who tested positive. Departments are responsible for sanitizing their own vehicle. Once sanitized, please contact Fleet Services Division to update the status of the vehicle.

- Follow the Return to Work Guidelines for Supervisors.

- Conduct a formal investigation to determine whether workplace conditions contributed to COVID-19 exposure. The investigation must be documented and summary action taken if any to prevent future exposure.

- Contact your Human Resources Analyst if you have any questions.