

COUNTY OF SANTA CLARA

Office of the Sheriff

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(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 21-11, (Symptom Screening and Testing for Unvaccinated Employees)

DATE: June 25, 2021

Earlier this week, Santa Clara County Executive Jeff Smith and County Counsel James Williams provided guidance to County departments on the County's effort to prevent the spread of COVID-19 in County facilities.

A. COVID-19 Symptom Screening for On-site Personnel and Visitors

1. Symptoms During Non-Work Hours

County Personnel should be tested for COVID-19 and should not report to work if they experience symptoms such as fever (100.0°F or higher), loss of taste, unexplained fatigue, cough, shortness of breath or difficulty breathing, muscle or body aches, nausea, diarrhea or vomiting.

Personnel who have COVID-19 symptoms, test positive for COVID-19, or are otherwise unable to work on-site due to pending test results or illness must immediately notify the COVID-HIP Team at (408) 808-4843.

2. Symptom Screening upon Arrival at a County Facility

All County departments and facilities must post signs at their entrances to alert persons that they cannot enter if they have any symptoms of COVID-19. The County has created signs for this purpose, available at: <https://covid19.sccgov.org/flyers-and-posters>. This requirement shall not apply, however, at any County hospital or clinic location that permits symptomatic patients to be seen or at the entrances of the County correctional and juvenile facilities that conduct intake for inmates or youth.

Upon arrival at a County facility, all County personnel and visitors must review the list of COVID-19 symptoms, and if they have had any of the symptoms listed in the past three days, they should not enter and should seek COVID-19 testing and medical care as needed. This requirement applies even if the individual has been fully vaccinated for COVID-19.

Any personnel who refuse to comply with this policy must be sent home, and the individual's supervisor, HIP, and Labor Relations must be notified of their failure to comply with a workplace directive. If any individual is found to have symptoms upon arrival at a County facility, they should immediately don a mask, call their immediate supervisor and COVID-HIP Team immediately by phone, schedule a COVID-19 test, and quarantine/isolate at home.

B. COVID-19 Testing of Unvaccinated Personnel Working On-Site

Consistent with the recommendation of the County Public Health Department and California Department of Public Health, all personnel who work on-site at specific County facilities (i.e., healthcare settings and certain higher-risk non-healthcare settings, including the Sheriff's Office) and are not fully vaccinated for COVID-19 shall be required to obtain weekly PCR testing for COVID-19 or daily antigen testing (with follow-up PCR testing to confirm any positive antigen test results) based on the recommendations set forth in the State Health Officer's June 16, 2021 Updated Testing Guidance. The only exceptions to this testing requirement are for personnel who have had a positive COVID-19 PCR test within the prior 90 days.

County personnel may obtain COVID-19 testing at any [COVID-19 testing site](#) or through their own health care provider. Our Custody Health Services partners are currently working on increasing their testing capacity for the potential increase of interest in testing at their sites.

Staff who are required to get tested may use work time for testing and should arrange a time that minimizes interference with the County's operational needs by testing at the nearest site available to the employee. If staff choose to get tested on their normal day off, compensation will not be provided.

All asymptomatic staff who receive surveillance testing may continue to work pending test results, and following a negative RT-PCR result, as long as they follow all current PPE, respiratory, symptom monitoring, and hand hygiene guidelines.

C. Health and Injury Prevention

The phone number for the COVID-HIP Team is (408) 808-4843. The extended COVID-HIP hours remain the same:

Monday through Friday: 1700 - 2200
Saturday and Sunday: 0800 - 2200

These revised hours are to be utilized for COVID-19 related calls only.

Otherwise, normal COVID-HIP hours of operation are Mon-Fri 0800-1700.