



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

November 23, 2020

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **New COVID-19 Reporting Requirements per Assembly Bill 685**

On September 17, 2020, Governor Gavin Newsom signed into law Assembly Bill 685 (AB 685), which requires employers to provide a written notice to all employees **within one business day** when a potential COVID-19 exposure has occurred in the workplace. In addition, the employer will be required to notify the local public health agency **within 48 hours** of a COVID-19 “outbreak” as defined by the California Department of Public Health (“CDPH”). Assembly Bill 685 will be in effect from January 1, 2021, until January 1, 2023.

A potential COVID-19 exposure (or “*qualifying individuals*”) is defined by the State Department of Public Health as one of the following:

- A laboratory-confirmed case of COVID-19;
- A positive COVID-19 diagnosis from a licensed health care provider;
- A COVID-19 related isolation order issued by a public health official; or
- Death due to COVID-19 as determined by the County public health department.

An “outbreak” is currently defined by CDPH as “*three or more laboratory-confirmed cases of COVID-19 within a two-week period among employees who live in different households.*” (See CDPH’s “COVID-19 Employer Playbook – Supporting a Safer Environment for Workers and Customers – available online at <https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>)

### **Written Notice to Employee Requirements:**

The written notice provided to employees must include the following information:

- Notification that they may have been exposed to COVID-19;
- Notification of COVID-19-related benefits or leave rights under federal, state, and local laws, or pursuant to employer policy, as well as the employee’s protections against retaliation and discrimination;
- Notification of the employer’s plans for implementing and completing a disinfection and safety plan pursuant to guidelines issued by the federal Centers for Disease Control.

The notice must be sent in a manner the employer normally uses to communicate employment-related information. This can include personal service, email, or text message so long as it can be reasonably anticipated that employees will receive the notice within the one business day requirement. The notice must be in both English and the language understood by the majority of employees. Employers are required to maintain records of this notice for at least three years.

Note: You may use the notification template that is attached to this memo. Please ensure to provide the site specific information required for the highlighted fields of the template. All forms and information are available online at:  
<https://www.scd.org/lay-personnel/coronavirus-covid-19>

Failure to comply with these requirements may subject the employer to a civil penalty.

**Employer “Outbreak” Notification Requirements:**

Where employers are notified of a number of cases that meet the definition of a COVID-19 “*outbreak*” as defined by the California Department of Public Health (“CDPH”), the employer must also notify the applicable local public health agency **within 48 hours** of the names, number, occupation, and worksite of any “*qualifying individuals*” related to the “*outbreak*”.

Note: Our Worker’s Compensation Provider, LWP, will determine if an “outbreak” has occurred and the need to inform the local public health agency.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.

## **Notice of Workplace Exposure to a Communicable Disease**

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location, include physical address] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform the [insert name of Site Manager or Pastor] at [phone number of Site Manager or Pastor] and contact your health care provider. The Diocese of Sacramento will keep all medical information confidential and will only disclose it on a need-to-know basis.

The Diocese of Sacramento is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

- Limiting the number of employees working on-site at a given time.
- Allowing employees who are at higher risk for infection to work from home when possible.
- Conducting Daily Wellness Screening.
- Requiring the use of a face coverings in all common areas or where 6 feet of social distancing.
- Cleaning and disinfecting of frequently touched objects in the work area, bathrooms, and kitchen areas.
- Workplace Modifications regarding visitors and meetings held on site.

Employees may be eligible for the following benefits due to a COVID-19 exposure:

- Workers' Compensation Claim
- Emergency Paid Sick Leave
- Emergency Leave of Absence
- Medical Leave of Absence
- Use of accrued sick and vacation hours

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

If you have any further questions or concerns please contact the Office of Lay Personnel.