



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | admin.nv.gov | Fax: (775) 684-0298

MEMORANDUM

April 10, 2020

TO: All Department Directors

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **Updated Notification Process of COVID-19 Confirmed Positive and Updated COVID-19 Exposure Checklist for Departments**

This memorandum will serve two purposes:

1. Updating the procedure for notifying the Governor's Office of a confirmed positive test for COVID-19 within your department; and
2. Providing an action checklist to handle a suspected COVID-19 exposure in a State office.

As previously noted in the Administration memorandum of March 19, 2020, all employees are required to report to their employer if they: (1) test positive for COVID-19; (2) a family or household member tests positive for COVID-19; or (3) have been notified by local health authority that they may have been exposed to COVID-19.

All the previous direction about establishing a point of contact for receiving this information and attempting to gather contact tracing information remains in effect. However, at this point, there is no need to report confirmed positives to your Governor's Office liaison since the Governor's Office now receives a daily list of State employees with confirmed positive tests.

As a reminder, employees who have had close contact with a person with confirmed COVID-19 infection should remain isolated at home until the potential 14-day incubation period has expired. The appointing authority is authorized to grant paid administrative leave pursuant to the Governor's March 15, 2020 emergency declaration and the Governor's March 20, 2020 memorandum to department directors. The Governor's March 20 memo states that "no employee should be required to use sick, annual or unpaid leave for COVID-19 related absences." This is true for both essential and non-essential employees.

There are several things to remember when you learn of a suspected COVID-19 case within one of your department's offices. Here is a checklist to help guide your actions.

1. Notify your Governor's Office liaison via email of the suspected exposure, the last time the employee was in the office, how many of the employee's colleagues may have been exposed, and whether you intend to close the office for cleaning and if so, for what period of time.
2. Evaluate your cleaning needs. Current CDC guidance is that if a COVID-19 positive has not been in the building for more than 7 days, no special cleaning is required. However, CDC also states that it is unknown how long respiratory droplets remain in the air from a COVID-19 infected person. The CDC urges businesses and community facilities to evaluate the air flow and ventilation systems in a given building, open windows, and let facilities stand empty for 24 hours before cleaning. This is difficult for most departments to accomplish, since staff may not work in buildings with windows that open, nor do agency staff typically have the expertise to know how effective the ventilation system is. The Department of Administration recommends that deep cleaning be pursued whenever possible.
3. Send the exposed employees home for the 14-day quarantine period, if at all possible, and require them to report if they develop COVID-19 symptoms. Working from home is encouraged, if possible.
4. If the office is in a State-owned building, notify the Buildings and Grounds (B&G) section of the Public Works Division. The B&G staff will help you coordinate cleaning with the existing janitorial service, or coordinate for a different vendor if your existing janitorial staff cannot or will not provide that service.
5. If the office is in rented space, notify the landlord of the exposure and notify B&G Leasing Services. Leasing Services staff can help you coordinate whether the landlord will deep clean or another vendor will do so.
6. Purchasing now has instructions for retaining deep cleaning vendors on its website, and please remember that departments may execute emergency contracts for this service. http://purchasing.nv.gov/Contracts/Documents/Building_Cleaning_and_Sanitizing_Services/
7. Notify the Director of Administration via email if your agency is undertaking a deep cleaning due to COVID-19 exposure and copy your Governor's Office liaison.
8. Communicate with your department about the incident and what you're doing to resolve it. Frequent, candid communication about COVID-19 incidents helps calm employee fears and quells rumors.

Thank you for your continued patience as we all navigate the development of processes to address a situation we have never faced before.