



### **Updated Guidance Concerning COVID-19: May 9, 2023**

The LOPD is providing the below, new, COVID-19 Guidance, which contains links to the most current information from both the New Mexico Department of Health (NMDOH) and supplemental links to the Centers for Disease Control (CDC), and which replaces previous Guidance and instructions concerning COVID-19 provided by the LOPD.

This Guidance is intended to assist all employees and supervisors/managers in relation to a COVID-19 case, whether that be an employee who tests positive for COVID-19, an employee who is notified they are a Close Contact, or a supervisor/manager who is provided notification of a positive employee.

At this time, we are turning over the primary handling of COVID-19 cases to the affected employee and their supervisor(s). The below information and checklists are intended to assist everyone at every level. If you have any questions, please contact [LOPD-HR@lopdm.us](mailto:LOPD-HR@lopdm.us).

#### **If you are an employee who tests positive for COVID-19:**

- Go home immediately or stay home – Immediately notify your immediate supervisor;
- Do not return to the worksite until you have completed your isolation period. Isolation periods vary and can be determined by following the NMDOH Guidance located [here](#) and then clicking on the link for “Policies for the Prevention and Control of COVID-19.” Find the Section related to Isolation.
- Review the CDC’s website concerning COVID “If you are sick” located [here](#).
- Tell your “Close Contacts.” Close Contacts can be determined by reviewing information in the CDC documentation at the following link located [here](#). Note that the information contained in the CDC document about telling a Close Contact to quarantine is outdated in that it is no longer advisable for most close contacts to quarantine. The information in the NMDOH Guidance and on the CDC’s website for “If you were exposed” provide current and accurate information.
- Follow the NMDOH Guidance concerning masking around others when you are able to return to work following the successful completion of your isolation period.

#### **If you are an employee who is a Close Contact:**

- Review the information provided by the NMDOH Guidance for Close Contacts in the link discussed above.
- Also, review the CDC’s information [here and here](#):
- Respect the privacy of the person who informed you they tested positive for COVID-19.

#### **If you are a Supervisor/Manager who is notified your Employee tested positive for COVID-19:**

- Determine what surfaces need to be disinfected.
  - Ask the employee when their infectious period began (2 days prior to symptoms appearing or 2 days prior to positive test if no symptoms).
  - Determine what surfaces the employee handled in the office from the time they were infectious until they were not in the office.
  - Coordinate with the Office Manager or appropriate party to disinfect those surfaces on the same day as you are provided notification of the employee’s COVID-19 status or next working day if after hours or weekend notification is provided. Remember to use gloves when disinfecting.