**California New Car Dealers Association**

COVID-19 Exposure Notification Checklist

12-16-2020

The rules involving employer notification requirements related to workplace exposure of COVID-19 continue to multiply. To assist your dealership in complying with these requirements, we prepared the following checklist of entities that require notification when there is COVID-19 exposure at your dealership:

* **All employees who may have had COVID-19 exposure and their authorized representatives (e.g., union representatives).** (Click [here](https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-apprvdtxt.pdf).)
	+ When is notification required? When employees may have been exposed to COVID-19. Exposure may have occurred for employees that shared a work area/common area with the infected individual within 2 days of the infected individual testing positive or developed symptoms.
	+ Deadline to notify? One business day.
* **Independent contractors and other employers present during the high-risk exposure period.** (Click [here](https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-apprvdtxt.pdf).)
	+ When is notification required? Whenever there is COVID-19 exposure at your dealership.
	+ Deadline to notify? One business day.
* **Local Health Department** (Click [here](https://www.dir.ca.gov/OSHSB/documents/COVID-19-Prevention-Emergency-apprvdtxt.pdf) and [here](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf).)
	+ When is notification required? When an “outbreak” occurs (i.e., 3 or more employees contract COVID-19 within a 14 day period)
	+ Deadline to notify? 48 hours.
* **Cal/OSHA** (Click [here](https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html).)
	+ When is notification required? When there is workplace transmission of COVID-19. Immediate notification required for serious injury/death.
	+ How long to notify? Eight hours (if serious injury/death), recorded on Log 300 (for all COVID-19 illnesses).
* **Workers’ Compensation Claims Administrator** (See SB 1159; Click [here](https://www.cncda.org/publications/2020-legislative-summary/employment/#3).)
	+ When is notification required? Employee tests positive.
	+ Deadline to notify? 3 business days.
* **Local Agency Reporting (Santa Clara County)** (Click [here](https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx).)
	+ When is notification required? If your dealership operates in Santa Clara County and there is a positive case of COVID-19 at your dealership.
	+ Deadline to notify? Four hours.

When reporting this information, you must take care to maintain the confidentiality of the infected employee.