



Appendix A: Fact Finding for Covid-19 Analysis

1.	Today's Date	
2.	Employee Name	
3.	Employee Title	
4.	Employee Location	
5.	Employee Department	
6.	Date employee was last at work	
7.	Name, title and phone # of person reporting	
8.	General Description of Issue	
9.	Is/has the employee being/been tested? If yes, what is the date of the test?	
10.	Has the employee been in close contact with someone who tested positive?	
11.	Has the employee been in close contact with someone being tested and awaiting results?	
12.	What are the employee's symptoms? Fever? Cough? Trouble Breathing? Any other symptoms?	
13.	When did the employee become symptomatic?	
14.	If the employee is being tested, or has tested positive, with whom have they had close contact within the last fourteen days? Close contact is defined as within 6 feet for at least 10 minutes. Please include employees in other Departments, members of the DA's Office, Defense Counsel, Court Users, members of the public as we know them, etc.	
15.	Has the employee spent a significant time in other parts of the building?	
16.	Has the employee visited any other courts or other Trial Court work locations within the last fourteen calendar days? If so, which ones?	
17.	Are there other Court Departments in the same building? If so, which ones?	

18.	Is the manager satisfied that he or she has complete and accurate information about potential contacts? Does the manager think, based upon typical work patterns or for any other reason that there are additional individuals with whom the employee might have had close contact (within 6 feet for 10 minutes) or additional places in the courthouse (or other locations) the employee might have visited? If so, please describe.	
-----	--	--

19.	Is there any other information which you believe is important to share?	
20.	Operationally, are you able to close the court, have it cleaned according to protocols outlined in Question 1 and re-open with a fresh team? If yes, what is the anticipated date of re-open?	
21.	Is any disclosed medical information being kept confidential and separate from the employee's personnel file?	