

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 20-34 (Mandatory COVID-19 Reporting)

DATE: July 13, 2020

Sheriff's Office Personnel,

The new Public Health Order went into effect today, Monday, July 13th. Part of the order is a new mandatory reporting requirement. **Pursuant to the new Health Order, you are required to immediately notify your designated departmental point of contact or supervisor if you test positive for COVID-19 and you were present in the workplace:**

- **within the 48 hours prior to onset of symptoms; or**
- **within 48 hours of the date on which you were tested.**

To facilitate contact tracing efforts to keep us all safe, the new Order requires the County to notify the Public Health Department within four hours of receiving notice from you. Because time is of the essence, please do not hesitate to make the notification. Your immediate attention to the reporting requirements is essential to the County's efforts to control the spread of COVID-19.

The departmental point of contact for our office is Jecelyn Zaha (408) 808-4629.