

SCCCD COVID-19 Employee Reporting Procedures

Rev. 08/10/23

If you have tested positive for COVID-19:

- **Do not come onsite.**
 - Contact your supervisor and provide them with the following:
 - The date you took the COVID-19 test
 - The date you received the results
 - The date you first began experiencing symptoms (if symptomatic)
 - The date you were last on onsite
 - Which buildings you accessed while onsite
 - The name(s) of any individual(s) that you came into *close contact*ⁱ with while onsite for the two (2) days prior to the symptom onset date (or COVID-19 test date, if asymptomatic) through the date you were last onsite.
 - Contact Human Resources for information on return-to-work instructions.
 - **Remember! All** positive COVID cases must be reported to HR, regardless of when you were last onsite.
- a) Isolation can end after day five (5) if symptoms are not present, are mild or are resolving **and** you are fever-free for 24-hours without the use of fever reducing medications (day 5 is calculated from the date your symptoms began or the date of your test, if asymptomatic).

OR

- b) If symptoms do not improve, employees who have tested positive must isolate for ten (10) days from the date of symptom onset or date of testing (whichever is sooner) **and** must submit *documentation*ⁱⁱ of the positive *test*ⁱⁱⁱ result to HR.

You may not return to work until you have satisfied the return-to-work criteria provided by HR.

All employees continuing to test positive must properly wear a well-fitting mask^{iv} while onsite for a total of ten (10) days from onset of symptoms or date of positive test, whichever came first.

You may stop wearing your mask sooner than day ten (10) with two sequential negative tests at least one day apart. Date stamped proof must be sent and confirmed with HR.

If you are sick with COVID symptoms^v:

- You are encouraged to stay home until you have recovered.
- Monitor your symptoms and test for COVID-19. If you test positive follow the appropriate protocol above.
- Properly wear a well-fitting mask while onsite around others for a total of ten (10) days from the onset of symptoms.
- Contact your immediate supervisor and Human Resources to report your illness and provide them with the following information:
 - The date you first began experiencing symptoms
 - The date you took a COVID-19 test and results (if taken)
 - The date you were last onsite
 - Which buildings you accessed while onsite

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If you have had a close-contact exposure to an individual who tested positive for COVID-19, and you are asymptomatic:

- You do not need to isolate but must test within 3-5 days after exposure.
- Employees who have been exposed must:
 - Notify Julianna Mosier and Sandi Edwards about the exposure and the date of the close contact.
 - Properly wear a well-fitting mask while onsite for a total of ten (10) days from date of exposure.

If symptoms develop and/or you subsequently test positive, you will need to isolate and follow the protocol(s) above.

Contact Information

[Julianna Mosier](#), Vice Chancellor, Human Resources

[Sandi Edwards](#), District Director of Human Resources

[Environmental Health and Risk Management](#)

ⁱ **Close contact** is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period during their infectious period. **Cumulative time** is defined as the total exposure time within a 24-hour period.

ⁱⁱ **Documentation** of both positive and negative test results must include a date and time stamp.

ⁱⁱⁱ Rapid antigen **tests** that are self-administered and self-read will only be accepted if they can be independently verified, such as with a date and time stamped photograph.

^{iv} A **well-fitting mask** will completely cover the nose, mouth and chin and have no gaps between the face and mask.

^v **COVID-19 Symptoms** (symptoms not caused by another known medical condition such as allergies, migraines, etc.)

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea