

# SCCCD COVID-19 Manager Reporting Procedures

Rev. 8/10/2023

## If an employee reports they have tested positive for COVID-19:

- **Send them home immediately, if they are on campus**
  - Ensure that they have reported their presence on campus according to the College or District guidance currently in place
  - Ask them for the following:
    - The date they took the COVID-19 test
    - The date they received the results
    - When they first began experiencing symptoms (if symptomatic)
    - The date they were last on campus
    - Which buildings they accessed while on campus
    - The name(s) of any individual(s) that they came into *close contact*<sup>i</sup> with while on campus for the two (2) days prior to the symptom onset date (or COVID-19 test, if asymptomatic) through the date that they were last on campus.
  - Ask them to contact Human Resources for information on return-to-work instructions.
  - Notify Julianna Mosier, Sandi Edwards and the Environmental Health and Risk Management department via email to report the positive result.
  - Do not communicate with other employees the name of the individual who tested positive.
  - **Remember! All COVID positive cases must be reported to HR and Environmental Health, regardless of when the employee was last on campus.**
  - a) Isolation can end early after day five (5) if symptoms are not present or are mild/resolving **and** the employee is fever-free for 24-hours without the use of fever reducing medications (day 5 is calculated from the date the employee's symptoms began or the date of their test, if asymptomatic).
- OR**
- b) Employees whose symptoms are not improving after testing positive must isolate for ten (10) days from the date of symptom onset or date of testing (whichever is sooner) **and** must submit *documentation*<sup>ii</sup> of the positive *test*<sup>iii</sup> result to HR. **They may not return to work until they have satisfied the return-to-work criteria provided by HR.**

All employees with a positive test result must properly wear a well-fitting mask<sup>iv</sup> while onsite for a total of ten (10) days from onset of symptoms or date of positive test, whichever came first.

Employees may stop wearing your mask sooner than day ten (10) with two sequential negative tests at least one day apart. After they submit proof that is confirmed by HR.

## If an employee reports that they are sick with COVID-19 Symptoms<sup>v</sup>:

- They are encouraged to stay home until they have recovered.
- Encourage the employee to get tested for COVID-19. Ask that they monitor their symptoms.
- The employee must wear a well-fitting mask while onsite around others for a total of ten (10) days from the onset of symptoms.
- Request the following information:
  - The date they first began experiencing symptoms
  - The date they were last on campus
  - Which buildings there accessed while on campus
- Ask that they contact Human Resources for leave options and return to work instructions and timeline.
- Notify Julianna Mosier and Sandi Edwards about the illness.
- Do not communicate with other employees the name of the individual who is experiencing symptoms.

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## If an employee reports that they have had a close-contact exposure to an individual who has tested positive for COVID-19, and the employee is asymptomatic:

- They do not need to isolate but must test within 3-5 days after exposure.
- In either situation, 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 around others for a total of ten (10) days from date of exposure.

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

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### Contact Information

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

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

[Environmental Health and Risk Management](#)

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<sup>i</sup> **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.

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

<sup>iii</sup> 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.

<sup>iv</sup> A **well-fitting mask** will completely cover the nose, mouth and chin and have no gaps between the face and mask.

<sup>v</sup> **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