

SCCCD COVID-19 Employee Reporting Procedures

Rev. 2/3/2025

If you have tested positive for COVID-19:

- **Do not come onsite if you are symptomatic, or if you are onsite you must leave immediately:**
 - Isolation can end once you are fever-free for 24-hours without the use of fever reducing medications **and** symptoms are mild or are resolving.
 - **You may not return to work until you have satisfied the return-to-work criteria provided by HR.**
- **If you are asymptomatic** you may report to the worksite, but limit close contact with others whenever possible.

All employees who test positive must properly wear a well-fitting maskⁱ 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 have tested positive must contact your supervisor and provide them with the following:
 - The date you took the COVID-19 test
 - The date you received the results
 - Confirm if you're experiencing symptoms or remain asymptomatic
 - The date you first began experiencing symptoms (if symptomatic)
- Contact Human Resources for information and instructions.
 - **Remember! All** positive COVID cases must be reported to HR, regardless of when you were last onsite.

Contact Information

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ⁱ A **well-fitting mask** will completely cover the nose, mouth and chin and have no gaps between the face and mask. A respirator (N95, KN95, KF94) should be used.