

SCCCD COVID-19 Manager Reporting Procedures

Rev. 2/3/2025

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

- **...and they have symptoms:**
 - **Send them home immediately, if they are onsite.**
 - Isolation can end once the employee is fever-free for 24-hours without the use of fever reducing medications **AND** symptoms are mild or resolving.
 - Employees may not return to work until they have satisfied the return-to-work criteria provided by HR.
- **...and they are asymptomatic:**
 - They may remain onsite, but limit close contact with others whenever possible.

In both cases:

Ensure that they have reported their presence onsite according to the District guidance currently in place. All employees with a positive test result 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.

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

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)
- Notify Julianna Mosier 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 onsite.**

Contact Information

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

[Environmental Health and Risk Management](#)

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