

Reporting Positive COVID-19 Test Results From 12/24/2020 through 1/3/2021

While employees are on break and the District is closed from December 25, 2020 through January 3, 2021, the District must remain compliant with federal and state mandates regarding COVID-19 reporting.

Background

Per federal and state mandates, the District has reporting requirements that requires us within one (1) business day or three (3) business days to make various reports, including to our Workers' Compensation Third Party Administrator (TPA), Athens Administrators. The mandates require reporting for any employee who was on the employer's worksite and performed work during the 14-day period preceding the date of the employee's positive test. This requirement excludes employees who work from home and have not been on District property within 14-days preceding their positive test date.

Assistance to Comply with Required Reporting

We are aware that some employees may be authorized to work or may receive a positive test result during the District break/closure; therefore, we are asking that you please assist us.

The District Human Resources office has put together this emergency contact list. This emergency contact listing is only for the time period of December 24, 2020 through January 3, 2021. Upon our return to work on January 4, 2021, please continue with regular reporting practices as outlined to managers in the email on 12/18/2020 and to employees in the email on 12/18/2020.

Employees Working Onsite 12/25/2020 Through 1/3/2021

If you receive a positive COVID-19 test result anytime between December 24, 2020 and January 3, 2021, we are asking that you immediately report this to your manager, or manager's designee, **and** send an e-mail to the appropriate District Human Resources emergency contact (as listed below). Managers, please ensure that your employees are aware how to reach you or your designee during this timeframe.

In the e-mail, please provide the following information:

1. Date symptoms started, if any.
2. Test Date (date specimen was taken)
3. Date you received the positive test result
4. District campus/center address or addresses where you performed work for the District during the 14-day period preceding the date of your positive test date (date when specimen was taken). *Workplace/place of employment excludes the employee's home.*
5. List specific buildings or locations on the campus/center you visited during the 14-day period preceding the date of your positive test date (date when specimen was taken).
6. List of people you may have come into contact with while on District property.

Upon receipt of your e-mail, the District Human Resources emergency contact will complete the mandatory reporting requirements, and provide you information on how long you need to isolate and your return to work instructions. *Please note, upon reopening/returning the week of January 4, 2021, the District Human Resources staff will reach out to you to discuss your specific leaves and/or accommodation options, and clarify return to work instructions.*

Managers

If you are notified by an employee working onsite between December 24, 2020 and January 3, 2021 that they tested positive for COVID-19, please collect the information above and email it to the District Human Resources emergency contact listed below immediately.

District Human Resources Office Emergency Contact

Please be sure to determine who the designated emergency contact is on the day you are reporting. The designated emergency contact is only available on the on-call date(s) specified below.

| On-call Date(s) | 12/24/2020-12/27/2020 | 12/28/2020-1/3/2021 |
|------------------------|---|---|
| HR Contact Name | Frances Garza Benefits Coordinator | Julianna Mosier Vice Chancellor, Human Resources |
| HR Contact Information | Email: frances.garza@sccd.edu | Email: julianna.mosier@sccd.edu |

Should you have any questions prior to December 23, 2020, please reach out to Julianna Mosier, Vice Chancellor, Human Resources at (559) 243-7131 or Frances Garza, Benefits Coordinator at (559) 243-7133.

Should you have questions from December 24th through January 3rd, please reach out to the designated emergency contact.

Thank you in advance for your assistance in this very important matter.