SCCCD COVID-19 Manager Reporting Procedures

Rev. 1/12/2022

If an employee tells you that they have tested positive for COVID-19:

- Send them home immediately (if on-site). If the employee is able to work from home, they may do so with your approval.
- Ensure that they have reported their presence on campus according to the College or District guidance currently in place (i.e., the SCCCD Safe App).
- Ask them for the date they took the COVID-19 test, the date they received their results, which buildings they accessed while on campus, and the names of any individuals that they came into close contact* with while on campus for the two days prior to the COVID-19 test through the date that they were last on campus.
- Ask them to contact Human Resources for information on return to on-site work instructions and timeline.
- Ask them to notify their immediate supervisor.
- Notify Julianna Mosier and/or Stacy Zuniga in Human Resources and the Environmental Health and Risk Management department about the positive result.
- Isolate their workstation/work area for 24 hours, then disinfect (recommended).
- 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.

Employees who have tested positive for COVID-19 must submit proof of positive PCR or an antigen test** result to HR and will not return to work on-site until they have satisfied the criteria provided by HR.

Employees testing positive will need to isolate for 10 days from the date of symptom onset or date of testing, if asymptomatic.

Isolation can end after day 5 if symptoms are not present or are resolving and an antigen test** administered on day 5 or later is negative.
All employees with a positive test result must properly (covering the mouth AND nose) wear a well-fitting face covering (surgical mask, KN95 mask or N95 mask only) when around others (inside or outside) for a total of 10 days from onset of symptoms or date of test.

**An employee tells you that they are sick with COVID-19 Symptoms***:

- Send them home immediately (if onsite) and ask that they contact Human Resources for return to on-site work instructions and timeline.
- Encourage the employee to get tested for COVID-19.
- Notify Julianna Mosier and/or Stacy Zuniga in Human Resources and the Environmental Health and Risk Management department about the illness.
- Ask them to notify their immediate supervisor and report the date that they were last on campus.
- Isolate their workstation/work area for 24 hours, then disinfect (recommended).
- Do not communicate with other employees the name of the individual who is sick.

Employees will isolate for 10 days from onset of symptoms. Isolation can stop after improvement of symptoms for 24-hours without the use of fever reducing medication if any of the following occur:

- They are evaluated by a health care facility and receive a negative PCR or an antigen COVID-19 test**; OR
- A health care provider issues documentation that their condition is not COVID-19 related or is not subject to any isolation/quarantine order; OR
- A health care provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza.

**Employee tells you that they have been exposed (close contact)* to an individual who has tested positive for COVID-19:**

If the employee has received their booster at least 14 days preceding the date of exposure, or is vaccinated, but not yet booster eligible****, they do not need to isolate as long as they are asymptomatic. They will need to properly wear (covering mouth AND nose) a well-fitting mask around others for 10 days from the exposure.
date and should test on day 5. If symptoms develop and/or they subsequently test positive, they will need to isolate and follow the protocol above.

*Proof of booster will be required.

If the employee has not been vaccinated, OR is vaccinated and booster-eligible****, but has not received their booster dose at least 14 days preceding the date of exposure, send them home immediately (if on-site) and ask them to contact Human Resources for information on return to on-site work instructions and timeline. If the employee is able to work from home, they may do so with their manager’s approval.

- Notify Julianna Mosier and/or Stacy Zuniga in Human Resources and the Environmental Health and Risk Management department about the exposure and the date of the close contact.
- Ask them to notify their immediate supervisor.
- Do not communicate with other employees the name of the individual.
- If the employee was exposed to COVID-19 at the workplace, the employee is entitled to COVID-19 testing at no charge during work hours.

The employee will be excluded from the workplace for 10 days following the date of exposure. Isolation can end after day 5 if symptoms are not present and an antigen test administered on day 5 or later is negative**.

The employee must properly wear (covering mouth AND nose) a well-fitting face covering when around others (inside or outside) for a total of 10 days from date of exposure. If symptoms develop and/or they subsequently test positive, they will need to isolate and follow the protocol above.

*Close contact is defined as someone who has been within 6 feet of an infected person masked or unmasked, indoor or outdoor, for a total of 15 minutes or more over a 24-hour period, cumulative time, during the infectious period.

For the purposes of determining a close contact, cumulative time is defined as the period of time of exposure to ANY/ALL COVID-19 positive person(s), and is calculated as 15 minutes or more of cumulative time where a close contact has been in contact to a person(s) positive with COVID-19 while that person(s) was infectious - i.e. – 2 days prior to symptom onset while symptomatic, or 2 days prior to test date if asymptomatic, up to the last contact with the COVID-19 positive person(s).
** Rapid antigen tests that are self-administered and self-read will **NOT** be accepted.

***COVID-19 Symptoms – Not caused by another medical condition such as allergies, known migraine condition, 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

****Booster-Eligibility is defined as 5 months following two doses of the Pfizer or Moderna vaccine (or combination of the two), 2 months following a single dose of the Johnson and Johnson vaccine, and 6 months following a mix and match series of FDA-approved/authorized and/or WHO-Emergency Use COVID vaccines.

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