

SCCCD COVID-19 Manager Reporting Procedures

Rev. 11/15/2022

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

- **Send them home immediately.**
- 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*ⁱ with while on campus for the two (2) 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 leave options and 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.

Employees who have tested positive must isolate for ten (10) days from the date of symptom onset or date of testing (whichever is sooner) **and** must submit *documentation*ⁱⁱ of the positive *test*ⁱⁱⁱ result to HR. **They may not return to work until they have satisfied the return-to-work criteria provided by HR.**

Isolation can end after day five (5) if symptoms are not present or are resolving **and** a COVID test administered on day five (5) or later is negative. **Documentation of the negative test must be submitted to HR before they are cleared to return to campus. If the employee took a self-test at home, they must submit a time and date stamped photograph of the test results.**

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

If an employee reports that they are sick with COVID-19 Symptoms^v:

- **Send them home immediately, if they are on campus**
- 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.
- Encourage the employee to get tested for COVID-19.
- Notify Julianna Mosier and Sandi Edwards about the illness.
- Do not communicate with other employees the name of the individual who is experiencing symptoms.

Employees who are experiencing COVID symptoms must isolate for ten (10) days from onset of symptoms. Isolation may end after five (5) days with an improvement of symptoms for at least 24-hours, without the use of fever reducing medication, **and** if any of the following occur:

- They receive a negative COVID-19 test result on the fifth day or later and documentation of the negative result is provided to Human Resources (if employee took an at-home self-test, documentation must include date and time stamp) **or**
- A healthcare provider issues documentation that their condition is not COVID-19 related or is not subject to any isolation/quarantine order **or**
- A healthcare provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza.

In order to end isolation before the original isolation end date, the employee must provide HR with a copy of one of the three qualifying options listed above. In addition, the employee must properly wear a well-fitting mask through the original isolation end date.

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:

- Employees who have *recently*^{vi} recovered from COVID-19 do not need to isolate or test.
- Employees who have **not** recently been infected with COVID-19 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 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.

Contact Information

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

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

[Environmental Health and Risk Management](#)

ⁱ **Close contact** is defined as “being within six (6) feet of any person who received a positive COVID-19 test result for a total of fifteen (15) minutes or more (cumulative time) over a 24-hour period, during the infectious period (two (2) days prior to symptom onset or two (2) days prior to test date, whichever came first). **Cumulative time** is defined as the total exposure time within a 24-hour period.

ⁱⁱ **Documentation** of both positive and negative test results must include the date of the test; if employee took an at-home self-test, documentation must include date and time stamp.

ⁱⁱⁱ 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.

^{iv} A **well-fitting mask** will completely cover the nose, mouth and chin and have no gaps between the face and mask.

^v **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

^{vi} **Recently** is defined as within 90 days of the most recent positive test or the new onset of COVID-19 symptoms, whichever is earlier.