

SCCCD COVID-19 Employee Reporting Procedures

Rev. 1/17/2024

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)
 - The date you were last onsite
 - Which buildings you accessed while onsite
 - The name(s) of any individual(s) that you came into close contactⁱⁱ with while onsite for the two (2) days prior to the symptom onset date (or COVID-19 test date, if asymptomatic) through the date you were last onsite.
- Contact Human Resources for information and instructions.
 - **Remember! All** positive COVID cases must be reported to HR, regardless of when you were last onsite.

If you have had a close-contact exposure to an individual who has tested positive for COVID-19:

- You do not need to isolate, but are encouraged to test within 3-5 days after exposure.
 - If you are experiencing new symptoms you must test and report the results to HR.
- All employees who have been exposed **must:**
 - Properly wear a well-fitting mask while onsite for a total of ten (10) days from date of exposure.
 - Notify Julianna Mosier and Sandi Edwards about the exposure and the date of the close contact.

If you subsequently test positive, you will need to isolate and follow the protocol(s) above.

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Contact Information

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

[Sandi Edwards](#), District Director of 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. A respirator (N95, KN95, KF94) should be used.

ⁱⁱ **Close contact** is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period during their infectious period. **Cumulative time** is defined as the total exposure time within a 24-hour period.