SCCCD COVID-19 Manager Reporting Procedures
Rev. 1/17/2024

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

- **…and they have symptoms:**
    - o **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 mask[i] 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:
- o The date they took the COVID-19 test
- o The date they received the results
- o When they first began experiencing symptoms (if symptomatic)
- o The date they were last onsite
- o Which buildings they accessed while onsite
- o The name(s) of any individual(s) that they came into close contact[ii] with while onsite for the two (2) days prior to the symptom onset date (or COVID-19 test, if asymptomatic) through the date that they were last onsite
- 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 onsite.

If an employee reports that they have had a close-contact exposure to an individual who has tested positive for COVID-19:

- They do not need to isolate, but are encouraged to test within 3-5 days after exposure.
    - o If they are experiencing new symptoms they must test for COVID-19 and report results to HR.
- All employees who have been exposed **must**:
    - o Properly wear a well-fitting mask while onsite for a total of ten (10) days from date of exposure.
    - o Notify Julianna Mosier and Sandi Edwards about the exposure and the date of the close contact.

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

SCCCD COVID-19 Manager Reporting Procedures

Rev. 1/17/2024

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. Ideally 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.