

## **COVID REPORTING PROCESS**

### **Employee Confirmed Case or Exposure**

*Please follow this same process for Contractor or Volunteer.*

#### **Employee Role**

- 1) Employee reports Confirmed Covid Case, COVID Symptoms, or waiting on test results to their Supervisor, Director, or Dean.
  - a. Employee provides information for their Manager/Supervisor to complete Appendix C.
  - b. Employee does not enter College/District premises, or they go home if already on site.
  - c. Employee to wait for further instructions from a College/District representative.

#### **Manager/Supervisor Role** - COVID Reporting must be completed within 24 hours of notification

- 1) Manager/Supervisor notifies via email: College VPA or District Associate Vice Chancellor.
  - Email subject line: EITHER Confirmed COVID Case OR COVID Exposure
  - Do not include employee personal identifiable information in the initial email
  - a. Follow-up instructions will be provided to the manager at this time, which will include:
    - i. Blank appendix C
    - ii. Example of filled out Appendix C
    - iii. Email notification of potential exposure templates
- 2) Manager/Supervisor fills out Appendix C by discussing details with Employee. Due to the need for confidentiality, do not have the Administrative Assistant or any other employee fill out the form. Don't leave any blank boxes on the form.
  - i. Email completed form to [covid@losrios.edu](mailto:covid@losrios.edu) for review and follow up of next appropriate steps.
  - ii. When emailing the COVID email box, cc VPA
- 3) Manager/Supervisor notifies all employees who have been exposed or potentially exposed by using the email templates provided in step 1a. Even if Supervisor, through verbal or text messages, sends employees home to quarantine as the investigation is occurring, the template notification must be sent to the employee as it has required information we must document we provided to the employee.

## **Vice President of Administrative Services**

- 1) The VPA notifies the Los Rios Police Department Chief (Larry Savage), the Director, Facilities Maintenance (Vince Montoya), campus Operations (Margaret Lednicky) and IT (Kirk Sosa) of the date of exposure and buildings affected so they may inform their staff who were in the area at the indicated time. (Do not mention the name of the employee related to the COVID exposure).

## **TERMINOLOGY**

**Confirmed COVID Case** can be their own positive test results or that they have been in close contact with someone who tested positive for COVID for longer than 15 minutes.