

EMPLOYEE Related Section:

Per AB685 & Cal-OSHA Reg – Campus Management or Designee **has 24 hours** of knowledge to send out the template letters to employee for Close Contacts and sub-contractor with a CC: Risk Management and Union Presidents that apply (SEIU Andy LaTorre, LRCEA Jake Hughins, LRSA Cindy Velez, & LRCFT Jason Newman).

Student Notifications do not have a state required timeline.

Templates included in this packet:

- 1. Template for Close contact exposure**
- 2. Template for Sub-contractor**

Template – Close Contact Exposure - Employee

Index case (positive individual--employee or sub-contractor) was in close contact to other employees or sub-contractor – **replace the RED** with the correct information. To be sent with 24hrs of knowledge.

Specific instructions for exposures are located in the Interactive COVID Decision Chart: [Interactive Decision Chart for COVID Exposure or Positive Test Result | Los Rios Community College District](#).

Good morning,

Recently, the college was notified that an individual on campus tested positive for COVID-19 within the last few days. While all safety protocols were followed, out of an abundance of caution, we are notifying employees who were at campus (*list specific buildings(s) or campus wide*) on (*date & date (48 hr prior to onset of symptoms-- if asymptomatic then date person took their covid test)*). We have been informed you may have been in close contact with individual(s) whom are positive for COVID-19.

Close contact is defined by CDPH is someone sharing the same indoor airspace (e.g., home, waiting room, bathrooms, breakrooms, eating areas, work areas and rooms with open doors that connect to such spaces, etc.) for a cumulative total of 15 minutes or more over a 24-hour period during an infected person's infectious period. For asymptomatic confirmed cases, 2 days before the positive test
For symptomatic confirmed cases, 2 days before symptoms started.

Before returning to campus please go to the COVID Interactive Decision Chart at losrios.edu/reportCOVID for specific instructions.

1. You are recommended to wear a mask around others for a total of 10 days after exposure. Wear respirator (N95, KN95, KF94) or surgical mask. No cloth masks.
2. Test within 5 days after last exposure (Antigen Test preferred) is recommended.
3. If you experience symptoms, stay home and follow the guidance on the [Interactive COVID Decision Chart](#). Do not come to campus if you develop COVID-19 SYMPTOMS: fever or chills, cough, shortness of breath, fatigue, congestion or runny nose, muscle or body aches, headache, sore throat, loss of taste or smell, nausea, vomiting or diarrhea.

You may pick up a free Antigen Test Kit at your college Student Health and Wellness Centers during open hours of clinic operations on Monday – Thursday: Note: Open hours may differ at each clinic.

Benefits

Please work with your manager/supervisor on how to notate your absence report. If you do test positive for COVID-19 and you believe you contracted COVID-19 illness because of your employment, you may be entitled to workers' compensation benefits. To file a workers' compensation claim, please call Company Nurse at 1-888-375-9780, take a PCR test, AND contact your supervisor or you may call Risk Management for a DWC-1 claim form at 916-568-3189.

Employee Responsibilities

Each Los Rios employee bears a responsibility to themselves and to their colleagues to take certain precautions in the COVID-19 environment.

Be Respectful

Employees must not assume someone of a particular national origin, race, or background is more likely to have COVID-19. Los Rios is committed to providing a work and educational environment free of harassment and discrimination based on race, ethnicity, color, religion, physical or mental disability, marital status, sex, gender, gender identity, gender expression, sexual orientation, military and veteran status, or any other basis protected by law. Los Rios also prohibits harassment and discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having, any of those characteristics.

Los Rios will not tolerate inappropriate or unprofessional conduct toward others even if it does not meet the legal definition of unlawful discrimination, harassment, or retaliation.

Employees should contact the college Equity Officer or the Human Resources Department if they have any questions about District discrimination policies or believe they have been subject to discrimination and/or harassment.

Thank you for your patience as we take every possible measure to keep you and our entire college community as safe as possible during these extraordinary times.

If you have questions about COVID-19 or the best way to keep yourself and your loved ones safe, please visit the [Centers for Disease Control's \(CDC\) COVID-19 website](#).

Template – Notify Contractor/vendor their employee may have been exposed while on campus. Send within 24 hours of knowledge.

Good morning,

Recently, the college was notified that an individual on campus tested positive for COVID-19 within the last few days. While all safety protocols were followed, out of an abundance of caution, we are notifying your company that if your employee(s) were on campus on the following dates (*date & date (48 hrs. prior to onset of symptoms—if asymptomatic then date took the test)*), and in these locations (*list building names*), they may have been potentially exposed. If we find out our employee was in close contact with any of your employee, we'll let you know.

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1. You are recommended to wear a mask around others for a total of 10 days after exposure. Wear respirator (N95, KN95, KF94) or surgical mask. No cloth masks.
2. Test within 5 days after last exposure (Antigen Test preferred)
3. If you experience symptoms, stay home and follow the guidance on the [Interactive COVID Decision Chart](#). Do not come to campus if you develop COVID-19 SYMPTOMS: fever or chills, cough, shortness of breath, fatigue, congestion or runny nose, muscle or body aches, headache, sore throat, loss of taste or smell, nausea, vomiting or diarrhea.

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From the person who oversees the contractor.