

COVID EMPLOYEE REPORTING PROCESS

Index Case or Close Contact Exposure

Please follow this same process for Contractor or Volunteer.

Employee Role

- 1) Employees are expected to self-monitor for symptoms before coming to a college facility. If showing any signs of possible COVID symptoms, they should stay home and notify their Manager/Supervisor. [COVID-19 symptoms](#)
- 2) Employee who indicated they have had a positive COVID test or have COVID symptoms within 48 hours of being on campus are considered the **Index Case** and they report this information to their Manager/Supervisor.
 - a. Employee provides information for their Manager/Supervisor to complete Appendix C-Investigating COVID-19 Index Case Form.
 - 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 Close Contact Exposure
Do not include Index Case's personal identifiable information in the initial email
 - a. Follow-up instructions will be provided to the Manager/Supervisor at this time, which will include:
 - i. Blank Appendix C –Investigating COVID-19 Index Case Form
 - ii. Example of filled out Appendix C
 - iii. Email “Notification” Templates for close contact and potential exposure
- 2) Manager/Supervisor fills out Appendix C-Investigating COVID-19 Index Case Form by discussing details with Index Case. 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 the VPA
 - ii. The form will be forwarded by the VPA to covid@losrios.edu for review and follow up of next appropriate steps.

If Index Case is 100% remote and not going to campus--this process is not necessary. However, for COVID related absences have employee complete the Emergency Sick Leave Certification as linked below for Benefits.

<https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>

Director of Administrative Services/VPA

- 1) VPA notifies all employees who had close contact or potential exposure to Index Case by emailing the "Notification" template(s) provided in step 1a within 24 hour of knowledge even if Manger/Supervisor, through verbal or text messages, sends employees home to quarantine as the investigation is occurring. The "Notification" template has required information we must provide to the employee(s). Keep the emails showing the notifications were sent out.
- 2) The Director of Administrative Services or VPA notifies the Los Rios Police Department Chief (Larry Savage) and the Director, Facilities Maintenance (Vince Montoya) 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 Index Case. Also, notify mobile campus departments that may have been in the area (i.e., IT, Media Services, Maint. Tech, Custodians, Mail Courier, etc.)

Definitions from the COVID Prevention Plan

Close Contact means individuals being within 6 feet of an Index Case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk period" defined by this section regardless of the use of face coverings.

COVID-19 symptoms means fever of 100.4 degrees Fahrenheit or higher, 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, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

Index Case means *a person who:*

- (A) Has a positive "COVID-19 test" as defined in this section;
- (B) Has a positive diagnosis from a licensed health care provider;
- (C) Is under COVID-19 related order to isolate issued by a local or state health official; or
- (D) Has died due to COVID-19 in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

Potential Exposure means other employees at any work location, working area, or common area at work used or accessed by the **Index Case** during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. Potential exposure does not include buildings, floors, or other locations of the employer that an Index

case did not enter. Note: This definition is more to assist with sending out the notifications of exposure.

Exposed group means all employees at a work location, working area, or a common area at work, where an employee Index case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

(B) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.

(C) If the Index case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.

(D) If the Index case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the Index case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group. NOTE: An exposed group may include the employees of more than one employer.