**EMPLOYEE COVID REPORTING PROCESS**

**Index Case or Close Contact Exposure**

**CHECKLIST - After Notification Received from Index Case**

**Manager/Supervisor Role**

* Send Index Case\* home if positive for COVID or having symptoms
* Notify VP\_ of case
	+ Email subject line: EITHER Confirmed COVID Case OR Close Contact Exposure
	+ Do not include Index Case’s personal identifiable information in the initial email
* Notify VPA of case, if not notified in previous step
	+ Email subject line: EITHER Confirmed COVID Case OR Close Contact Exposure
	+ Do not include Index Case’s personal identifiable information in the initial email
* Call Index Case and complete Appendix C-Investigating COVID-19 Index Case Form
	+ If leaving a voicemail for Index Case to call you back, do not state the specifics for the call, but indicate it is an urgent matter
* Email completed form to VP\_, who will forward it to covid@losrios.edu for review and follow-up
* Wait for follow-up instructions
* If directed, use provided templates to notify employees of close contact or potential exposure

**Vice President**

* Email completed form to covid@losrios.edu for review and follow-up
* If directed, use provided templates to notify employees of close contact or potential exposure
* 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 to inform their staff who were in the area at the indicated time--do not mention the name of the Index Case.

**Definitions from 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** mean 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:

* 1. Has a positive “COVID-19 test” as defined in this section;
	2. Has a positive diagnosis from a licensed health care provider;
	3. Is under COVID-19 related order to isolate issued by a local or state health official; or
	4. 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.