*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 Contact, Potential, and sub-contractor with a CC: Risk Management and Union Presidents that apply (SEIU Andy LaTorre, LRCEA Ed Bartholome, 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 “Potential” exposure**
3. **Template for Sub-contractor**
4. [**Template for Supervisor/Mangers to use**](#_Supervisor/Manager_Templates_to)
	1. **Unvaccinated/not boostered employee isolating for 5 days**
	2. **Recovering from Covid or Covid Symptoms**
	3. **Employee exposure not work related**

# Template – Close Contact Exposure - Employee

Index case (positive individual--employee, student, 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.

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, as someone who was within 6 feet for a cumulative total of 15 minutes or greater in any 24-hour period during high-risk exposure period (at minimum 48 hours prior to the individual first developed symptoms).

|  |  |
| --- | --- |
| 1. **Close Contact Exposure to Someone with COVID-19 (Quarantine)**
 |  **Recommended Action** |
| * Unvaccinated[\*](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx#asterisk2); OR
* Vaccinated and booster-eligible[\*\*](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx#asterisk2) but have **not**yet received their booster dose.

**[\*](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx)Includes persons previously infected with SARS-CoV-2, including within the last 90 days.**\*\*Booster-eligible-5 months after 2nd shot of Moderna/Pfizer & 2 month after 1st dose of J&J. *Example: Person received two Moderna/Pfizer shots 7 months ago but has not received a booster, they quarantine. If person received a J&J shot 3 months ago, they quarantine.* | 1. [**Stay home**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CDPH-Home-Isolation-Guidance.aspx) for at least 5 days, after your last contact with a person who has COVID-19.
2. Test day 5 or after from date of exposure.
3. Quarantine can end after day 5 if symptoms are not present **AND**a PCR test collected on day 5 or later is negative. Testing can be done on campus. If PCR test is completed outside of Biocept, please provide copy of results. No rapid or home tests. *Note: Exempt employees and Athletes must test with Biocept*.
4. Can return to campus, if above is completed and must wear a well-fitting mask while indoors as required.
5. If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10 returning to campus on the 11th day.
6. If symptoms develop, stay home for 10 days from onset of symptoms returning to campus on the 11th day. Even if test is negative. If fever is present, isolation should be continued until fever has been gone for 24 hours without the use of fever reducing medications.
7. If testing positive, follow isolation recommendations below (Chart 3).
8. Absence Reporting for Employees: If you are unable to work remotely during the period you must quarantine, and you do not have symptoms, you may report quarantine leave. Please attach the notice you received from Los Rios Administration directing you to isolate/quarantine to your absence report. If you have symptoms, twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022, through June 30, 2022. If you need to utilize more than 20 hours, you may report the absences as sick leave.
9. Employees: please keep your manager/supervisor updated.
 |

Consistent with [directives from regional and national public health experts](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx), Please follow the steps below:

|  |  |
| --- | --- |
| 1. **Close Contact Exposure to Someone with COVID-19 (No Quarantine)**
 | **Recommended Action** |
| * Boosted; OR
* Vaccinated, but not yet booster-eligible.

(Booster-eligible-5 months after 2nd shot of Moderna/Pfizer & 2 month after 1st dose of J&J).*Example, if person’s 2nd vaccination shot were 4 months ago they fall under this box – no quarantine. If the 2nd shot were 7 months ago, they would fall under the Quarantine box above.* | 1. Can return to campus but must: have a negative PCR test collected on day 5 or later. Testing can be done on campus. If PCR test is completed outside of Biocept, please provide copy of results. No rapid or home tests. Wear a well-fitting mask while indoors as required.
2. If testing positive, follow isolation - see Chart 3 below.
3. If symptoms develop, stay home for 10 days returning to campus on the 11th day. Even if test is negative.
4. If fever is present, isolation should be continued until fever has been gone for 24 hours without the use of fever reducing medications.
5. Absence Reporting for Employees: Twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022, through June 30, 2022. If you need to utilize more than 20 hours and you have symptoms, you may report the absences as sick leave. Please attach the notice you received from Los Rios Administration directing you to isolate to your absence report.
6. Employees: please keep your manager/supervisor updated.
7. Students advise your instructor and/or coach.
 |

|  |  |
| --- | --- |
| 1. **Persons Who Test Positive for COVID-19 (Isolation)**
 | **Recommended Action** |
| Everyone, regardless of vaccination/booster status, previous infection or lack of symptoms.Symptoms resolving or improving means cough or taste is improving. No fever within the last 24 hours without fever reducing medicine.  | 1. [**Stay home**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CDPH-Home-Isolation-Guidance.aspx).
2. Isolation can end after day 5 (from start of symptoms or positive test which every came first) if symptoms are not present or are resolving **AND**a PCR test collected on day 5 or later is negative. Testing can be done on campus if PCR test is completed outside of Biocept, please provide copy of results. No rapid or home tests. *Note: Exempt employees and Athletes must test with Biocept.*
3. Can return to campus, if above is completed and must wear a well-fitting mask indoors as required.
4. If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10 returning to campus on the 11th day.
5. If fever is present, isolation should be continued until fever has been gone for 24 hours without the use of fever reducing medications.
6. If symptoms, other than fever, are not resolving or improving, continue to isolate until they are improving.
7. Absence Reporting for Employees: If you are unable to work remotely during the period you must isolate, and you do not have symptoms, you may report quarantine leave. If you have symptoms, twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022, through June 30, 2022. If you need to utilize more than 20 hours you may report it as sick leave. Please include a copy of your positive test results with your absence report.
8. Employees: please keep your manager/ supervisor updated.
 |

**Testing**

Contact your health care provider for testing locations; or

Sacramento County testing sites <https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx>; or

Biocept on campus testing at no cost to employees. **To schedule your testing appointment, visit**

<https://sars.flc.losrios.edu/esars/covid-testing/eSARS.asp?WCI=Init&WCE=Settings>

If you are symptomatic, do not go inside testing site and follow the signs provided at the entrance.

You will be greeted by a Biocept staff member outside to perform the Covid-19 test swabbing.

**Testing Locations:**

* [American River College Community Rooms 3 and 4](https://wayfind.arc.losrios.edu/)
* [Cosumnes River College Cafeteria, Orchard Room](https://map.concept3d.com/?id=855#!m/157618)
* [Folsom Lake College Aspen Hall, FL1-8](https://flc.losrios.edu/about-us/maps-and-parking/main-folsom-campus)
* [Sacramento City College Cafeteria](https://scc.losrios.edu/about-us/parking-and-maps)

**Hours**
* Monday through Thursday from 7:00 am to 4:00 pm.
* Special evening hours on Tuesday and Wednesday from 5:00 to 7:00 pm.

**What to Bring to Your Testing Appointment**

1. Photocopy of valid photo ID.
2. Photo copy of proof of health insurance
3. Be ready to provide your wID (for example, W0123456)

Provide your manager/supervisor with the results. If you test positive due to being exposed at a work site, then notify your manager/supervisor.

If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please contact your health care provider immediately.

Please expect a phone call from the campus COVID coordinator and/or Campus Management as they are conducting contact tracing to prevent an outbreak and complying with our COVID Prevention Plan. They are available to answer questions and follow-up on your status to determine a return to work date.

**Benefits**If you are unable to work remotely during the period you must isolate, and you do not have symptoms, you may report quarantine leave. If you have symptoms, twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022 through June 30, 2022. If you need to utilize more than 20 hours you may report it as sick leave. Please include a copy of your positive test results with your absence report or the notice you received from Los Rios Administration directing you to isolate attached to your absence report.

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 AND your supervisor or you may call Risk Management for a DWC-1 claim form at 916-568-3054.

**Campus Disinfectant and Safety Plan**

The area where the employee was working or may have traveled will be cleaned and disinfected. High touch surfaces where employees are on campus are being routinely disinfected by custodial staff. Where lab classes are being held on campus, the area is being disinfected after each class and the lab area maintains supplies for additional cleaning. All employees, while on campus and inside of buildings, must wear a facemask. Adequate supplies of disinfectant and hand sanitizer are available to support cleaning of work surfaces and proper personal hygiene. Be sure to wash your hands frequently.

**Employee Responsibilities**

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

Pre-Screening for Symptoms

Before coming to work, employees reporting to a Los Rios facility shall self-screen for symptoms of COVID-19 to lessen its spread within the community. This includes screening for:

* Fever or 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
* Diarrhea

If an employee has any of the above symptoms, or if they have a recorded temperature greater than 100.4 degrees, they are required to stay home and either utilize available leaves or work with their supervisor/manager on alternate work arrangements.

Wear a mask indoors.

**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](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

Campus Management

Template for Reporting “Potential” Exposure to employees.
Employee exposed by an Index case (positive individual was 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 employees that were at campus (list specific building(s) or campus wide) on (*date & date (48 hrs. prior to onset of symptoms-- if asymptomatic then date person took the test*). You may have been potentially exposed by an individual with COVID-19 but did not have close contact. You do not need to be quarantined or do anything differently at this time. If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please stay home and contact your health care provider immediately and notify your manager/supervisor. If you feel it is work, related please contact Company Nurse at 888-375-9780 AND inform your manager/supervisor.

**Benefits**If you are unable to work remotely during the period you must isolate, and you do not have symptoms, you may report quarantine leave. If you have symptoms, twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022 through June 30, 2022. If you need to utilize more than 20 hours you may report it as sick leave. Please include a copy of your positive test results with your absence report or the notice you received from Los Rios Administration directing you to isolate attached to your absence report.

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 AND your supervisor or you may call Risk Management for a DWC-1 claim form at 916-568-3054.

**Campus Disinfectant and Safety Plan**

The area where the employee was working or may have traveled will be cleaned and disinfected. High touch surfaces where employees are on campus are being routinely disinfected by custodial staff. Where lab classes are being held on campus, the area is being disinfected after each class and the lab area maintains supplies for additional cleaning. All employee while on campus and inside of buildings must wear a face mask. Adequate supplies of disinfectant and hand sanitizer are available to support cleaning of work surfaces and proper personal hygiene. Be sure to wash your hands frequently.

**Employee Responsibilities**

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

Pre-Screening for Symptoms

Before coming to work, employees reporting to a Los Rios facility shall self-screen for symptoms of COVID-19 to lessen its spread within the community. This includes screening for:

* Fever or 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
* Diarrhea

If an employee has any of the above symptoms, or if they have a recorded temperature greater than 100.4 degrees, they are required to stay home and either utilize available leaves or work with their supervisor/manager on alternate work arrangements.

Wear a mask indoors.

**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](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

Campus Management

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.

Per AB685 Cal-OSHA requirements, please notify the employee(s) within one business day that they may have been exposed to COVID-19 while on campus.

We continue to clean the campus and high touch points throughout the week. Please continue to remind your employees to Self-Check their symptoms prior to coming on campus, wear a multilayered face mask inside buildings and around others while outside.

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](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

*From the person who oversees the contractor.*

# **Supervisor/Manager Templates: helpful email to send to** their employee(s) who may be isolating, recovering from Covid or exposed to Covid outside of work.

1. **For employees who were exposed and trying to determine return to work date: If employee falls into chart 1 (Unvaccinated or vaccinated and booster eligible but has not yet received their booster dose).**

Dear [insert employees name],

Due to a close contact exposure on campus, you were sent home to quarantine for 5 days awaiting your test results. The test collection day should be day 5 or after from the date of exposure. Per our conversation, you indicated that you received a negative PCR COVID test result and you do not have symptoms. Please wear a well-fitting mask around others as required. You may return on [insert date after the 5 days from close contact exposure with negative test and no symptoms. No rapid or home tests accepted] xx/xx/21.

If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please do not return to campus or leave campus and get tested. You may test at Biocept on campus. To make an appointment go to: <https://sars.flc.losrios.edu/esars/covid-testing/esars.asp>.

Notify your manager/supervisor of symptoms, and do not return to campus with symptoms.

Sincerely,

[Insert your name]

1. **Send to employee recovering from COVID or Covid symptoms:**

Supervisor should speak with the employee prior and once it is clear they can return to work via doctor’s note or symptoms are clearing with criteria below:

Dear Employee,

As we discussed, you may return to work on xx/xx/21 based on your doctor’s note or you have recovered based on the following criteria:

* Can return to campus after day 5 if symptoms are not present or are resolving AND you have had a negative PCR test on day 5 or later. Rapid and home tests are not accepted.
* If unable to test or choosing not to test, and symptoms are not present or are resolving you can return to campus on the 11th day from positive covid test.
* Must not have a fever within the last 24 hours without the use of fever-reducing medications (e.g., Tylenol, Advil).

Thank you.

1. **Supervisor can email to employee working on campus when COVID exposure is not work related:**

Dear Employee,

I understand you had a close contact exposure to individual(s) positive with COVID-19 outside of work (i.e. Household member, event, travel, family, or friends). Close contact is defined, as someone who was within 6 feet for a cumulative total of 15 minutes or greater in any 24-hour period during high-risk exposure period (at minimum 48 hours prior to the individual first developed symptoms).

You may return to work on xx-xx-xx

(note to supervisor: follow Decision Charts to determine return to work date.)

Community testing sites – see link below.
<https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx>.
If you test positive due to being exposed outside of work, then notify your manager/supervisor. Rapid and home tests are not accepted.

If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please contact your health care provider immediately and inform your manager/supervisor prior to returning to campus.

Absence reporting: If you are unable to work remotely during the period you must isolate, and you do not have symptoms, you may report quarantine leave. If you have symptoms, twenty (20) hours of COVID related Paid Emergency Sick Leave is available for regular full-time employees and 10 hours for part-time employees. These 20 hours are available from January 4, 2022 through June 30, 2022. If you need to utilize more than 20 hours you may report it as sick leave. Please include a copy of your positive test results with your absence report or the notice you received from Los Rios Administration directing you to isolate attached to your absence report. If you miss time from work due to COVID, please consult Benefits website for information on how to complete your absence report.

Thank you.

(Insert manager/supervisor name)