**SCCCD COVID-19 Reporting Procedures**

**If an employee tells you that they have tested positive for COVID-19:**

* Send them home immediately and ask them to contact HR for information on leave options.
* Notify Darren Cousineau, Julianna Mosier, immediate supervisor and VP Battisti about the positive result.
* If possible, isolate their workstation/work area for 24 hours, then disinfect.
* Do NOT communicate with other employees the name of the individual who tested positive.

**An employee tells you that they are sick:**

* Send them home immediately if they have COVID-19 symptoms\*\* and ask that they contact HR for leave options.
* Notify Darren Cousineau and Julianna Mosier about the illness.
* If possible, isolate their workstation/work area for 24 hours, then disinfect.
* Do NOT communicate with other employees the name of the individual who is sick.

**Employee tells you that they have been exposed (close contact)\* to an individual who has tested positive for COVID-19:**

* Send them home immediately and ask them to contact HR for information on leave options.
* Notify Darren Cousineau and Julianna Mosier about the exposure.
* Do NOT communicate with other employees the name of the individual.
* Employee shall stay home for 14 days and may return to work only if they have no COVID-19 symptoms.

**Returning to work once an employee recovers from illness and/or tests positive:**

1. After 10 days have passed since positive COVID-19 test date, if they remain asymptomatic.
2. After 10 days have passed since ONSET of COVID-19 symptoms and 3 days since recovery from these symptoms, if they are symptomatic.

\* Close contact is defined as “someone who has spent 15 minutes or more time within 6 feet or less of the index person while unmasked.”

\*\*COVID-19 Symptoms

* 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