

Confirmed Positive COVID-19 Case Protocols

Employee Responsibilities

Employees who test positive for COVID 19 and have **not** been present on District property:

- Employees who test positive for COVID-19 but have not been present on a District site within the past 14 days should notify their supervising administrator/supervisor (or Bridget Hodenfield and Robin McHale in Human Resources) as soon as possible.

Employees who test positive for COVID 19 and have been present on District property:

- Employees who test positive for COVID-19 **must** notify their supervising administrator/supervisor (or Bridget Hodenfield and Robin McHale in Human Resources) **immediately** if they have been on a District site within the past 14 days.

Supervising Administrator/Supervisor Responsibilities

- Any employee who receives a report of a suspected or confirmed case of COVID-19, must immediately notify the appropriate component vice president and Kate Jolley.
- A supervising administrator/supervisor who receives a report of a confirmed case of COVID-19, should prepare an incident report containing all relevant facts, including:
 - Overview of personal protective equipment (PPE) and protocols followed
 - Details of positive case person's symptoms and testing date
 - Contact(s) the positive case person had on campus, including dates, sites, buildings and rooms accessed and contact (within six feet for a cumulative total of at least 15 minutes over a 24-hour period) with others for the 14 days preceding the test date.
 - To whom the case was reported by the person who has tested positive and all actions taken.

NOTE: Under SB1159, the District must provide information to its insurance provider within three (3) business days of receiving notification of a confirmed positive case if the employee has been onsite. This includes reporting the testing date, the dates the employee accessed District sites, the locations that were accessed, and the number of other employees that potentially had contact with the positive case person.

General Protocols in Response to Confirmed Positive Case for COVID-19

- Everyone should ensure personal protective equipment (PPE) is used and [District Operational Protocols and Protection Plan](#), including face mask and social distancing requirements, are followed at all times.
- If an employee has tested positive for COVID-19 but has not been onsite in the past 14 days, they should follow the guidance of their health provider and remain offsite until:
 - If they are symptomatic - at least 24 hours with no fever without fever-reducing medication and symptoms have improved and:
 - at least 10 days since symptoms first appeared or
 - a subsequent test has a negative result.
 - If they are asymptomatic - at least 10 days following the date of their positive test (which is the date the test specimen was collected) or a subsequent test has a negative result.

- If an employee has tested positive for COVID-19 and has been onsite in the past 14 days, they must follow the notification requirements above and the guidance of their health provider. They may not return to a District site until:
 - If they are symptomatic - at least 24 hours with no fever without fever-reducing medication and symptoms have improved and:
 - at least 10 days since symptoms first appeared or
 - a subsequent test has a negative result.
 - If they are asymptomatic - at least 10 days following the date of their positive test (which is the date the test specimen was collected) or a subsequent test has a negative result.
- Upon receiving a report of a confirmed positive case of COVID, the District will review and modify the [District Operational Protocols and Protection Plan](#) as needed to prevent further cases.

Disinfecting

- All accessed areas, including vehicles and equipment, will be decontaminated as recommended by Centers for Disease Control. Areas where the person who tested positive was present in will be closed off and should not be used until after Custodial Services has disinfected.

Employee Leave

- Employees that test positive for COVID should contact Human Resources for leave options.

District Communication

- It is critical that the District protect the privacy of individuals while ensuring that the college community has sufficient information to maintain safety. The District will strive to notify all possibly affected individuals as cases are reported, while ensuring the privacy of individuals who have tested positive.
- Effective January 1, 2021, the District is required to provide written notice to certain employees and their exclusive representatives after the District receives a “notice of potential exposure” to COVID-19. The District must also notify the local public health agency, within 48 hours, after learning of a COVID-19 outbreak at a specific place of employment.

Considerations for Partial or Total Closures

- In the event of an outbreak, the District will implement the processes and protocols in accordance with [California Department of Public Health guidelines](#). Under SB 1159, a COVID-19 outbreak exists if, within 14 calendar days, one of the following occurs at a specific place of employment (defined as the building or facility where the employee performs work at the District’s direction and excludes the employee’s home):
 - If there are 100 employees or fewer at a specific place of employment and 4 employees test positive for COVID-19;
 - If there are more than 100 employees at a specific place of employment, 4% of the number of employees who reported to the specific place of employment, test positive for COVID; or

- A specific place of employment is ordered to close by a local public health department, the State Department of Public Health or the Division of Occupational Safety and Health due to a risk of infection with COVID-19
- If district operational protocols were not followed, or upon recommendation from a local public health official, the area must be closed in accordance with guidelines and all individuals in contact (within six feet for 15 minutes or more) with the person who has tested positive must quarantine for 14 days

SRJC Coronavirus Website <https://www.santarosa.edu/coronavirus-information>