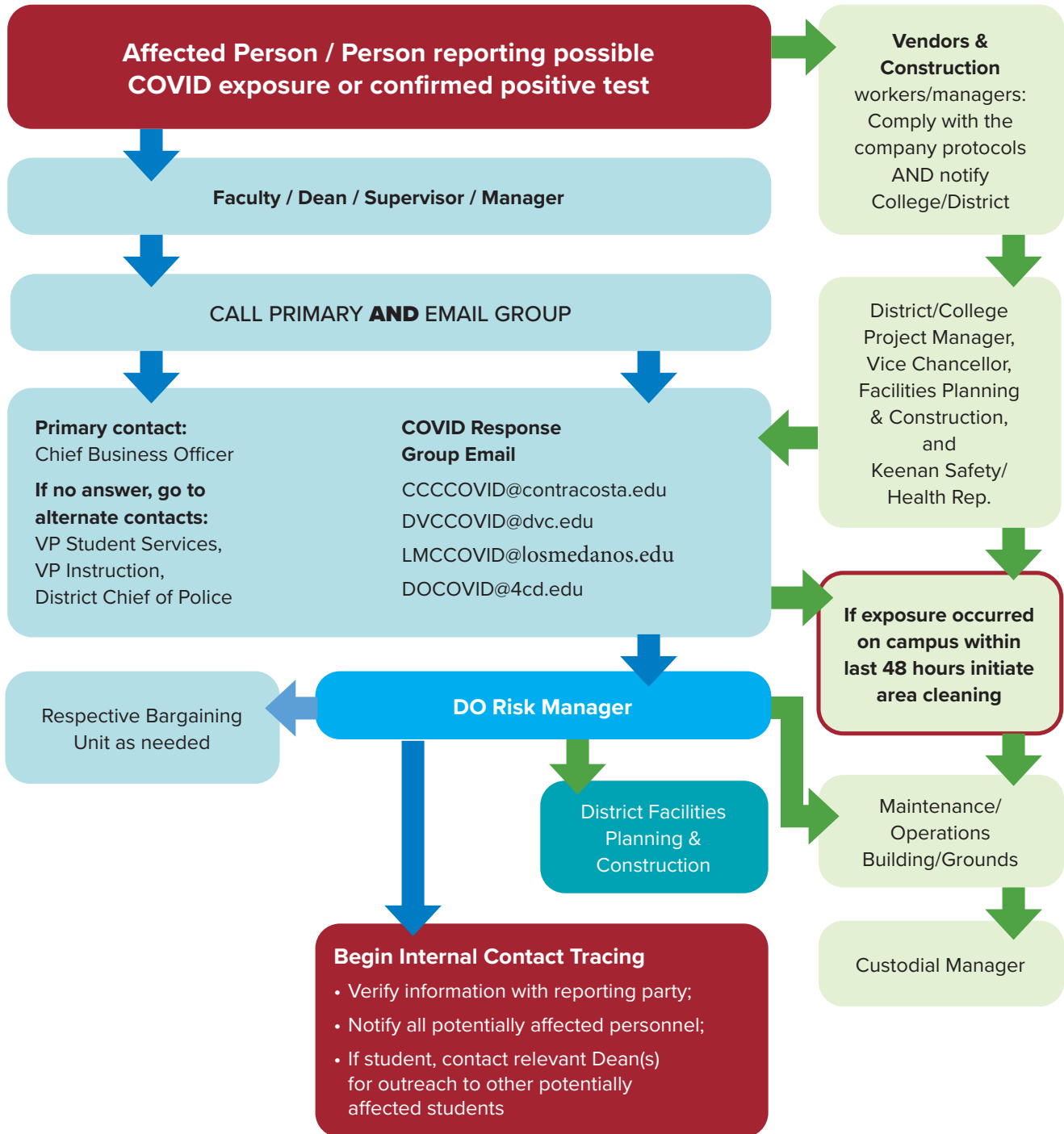




APPENDIX C: CCCC CD COVID-19 NOTIFICATION FLOWCHART & TEMPLATE EMAIL NOTIFICATION CONTENT



Email Notification Content:

An email from the reporting supervisor/manager is to be sent to the respective email for the campus as identified in the Notification Flowchart. The following specific information should be included in the notification email:

First, tell us why this person is believed to be potentially COVID-19 exposed? (E.g. an actual positive test result (if yes, when/where was it reported?), an actual positive test result from someone they had extended contact with, just potential symptoms (fever, etc.), Second, as part of our protocol please provide the following information to the best of your knowledge:

- Symptomatic employee name (***pending confirmation of privacy laws if this can be shared at this point - this may not be necessary for the initial notification***)
- If a student, the class section attended.
- Rooms or spaces that the symptomatic individual entered, including restrooms, break rooms, copy rooms, or other common spaces.

- Individuals that had close contact with symptomatic individual or one who reports they tested positive. The CDC recommends a general rule of thumb to follow when reporting who was within close contact with the employee as someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
- Date, time, and duration individual was on campus. If possible, include visits to campus from 48 hours prior.

The reporting supervisor/manager is not to share the information with anyone other than individuals identified in the COVID Response Group Email. Notification to others that were potentially exposed will be done by District Risk Management, Campus Administration, District HR, or Contra Costa Health Services during contact tracing in event of confirmed case.

Template email (please customize):

TO: [Relevant group]

FROM: [Department]

SUBJECT: COVID-19 EXPOSURE NOTIFICATION



URGENT:

A **[campus/location] [student/employee]** that was [attending a class /working] with the [Insert Department Name] department communicated that they might have been exposed to COVID-19. This individual communicated that they believed they were exposed because [enter rationale if provided].

The individual was on campus on **[enter Date, time, and duration]** during the past 48 hours.

The rooms or spaces that the symptomatic individual entered include the following:

[please list the rooms and buildings]

To my knowledge the following individuals may have had close contact with the individual.

[Please list the individuals]

[If referring to a student] As a student, they were attending the following course sections.

[Please list each course section]