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# PROTOCOL FOR SUSPECTED CASE OF COVID-19 ON CAMPUS

Our campus community is being cautious and taking measures to reduce risk; however, the contagious nature of the COVID-19 virus and the essential functions we provide to our students mean our community will potentially have positive cases among our students, staff, and faculty. It is critical that everyone knows how to respond.

CCCCD protocol for suspected case of COVID-19 on any of the District sites is delineated in the following sections of this document. CCCC COVID-19 Notification Flowchart and Email Notification Content is included as Appendix C with appropriate points of contact and their contact information. Appendix D outlines a Daily Symptom Check and Reporting Workflow.

## Initial Response:

- Any individual who believes they are experiencing symptoms of COVID-19 infection, and are expected to report to, or have reported to a College or District facility within the prior 48 hours, should report their situation to a supervisor or manager immediately:
  - Contact should be made by phone, email, or other non- face-to-face communication, where possible, to avoid additional potential exposure.
- Individuals who have symptoms when they arrive on campus or become sick during the day should immediately isolate themselves from other employees, students, and visitors and leave campus as soon as possible to seek their personal health care provider. If not already doing so, wear a face covering and avoid touching common surfaces.



[www.osha.gov](http://www.osha.gov)

## Notification Protocol (Appendix C):

- The employee's supervisor/manager should immediately contact their College Chief Business Officer. If unavailable, they will then call VP of Student Services, VP of Instruction, or District Chief of Police.
- It is critical that one of the individuals listed above personally acknowledge receiving the call. A voice mail is not relied on to establish contact.
- The employee's supervisor/manager should also send an email notification to its respective COVID Response Group with the content as described in Appendix C.
- **COVID Response Group Email is established for each District site:**
  - [CCCCOVID@contracosta.edu](mailto:CCCCOVID@contracosta.edu)
  - [DVCCOVID@dvc.edu](mailto:DVCCOVID@dvc.edu)
  - [LMCCOVID@lmc.edu](mailto:LMCCOVID@lmc.edu)
  - [DOCOVID@4cd.edu](mailto:DOCOVID@4cd.edu)
- **The above email address for each campus will go to the following people:**
  - Chief Business Officer
  - VP of Student Services
  - VP of Instruction
  - Director of Risk Management
  - Associate Vice Chancellor of Human Resources
  - Chief of Police Services

While each campus Chief Business Officer is the primary point of contact, administrators listed above are responsible for reporting the event. The above listed administrators will remove all personal and health related information about the reporting party before passing on only relevant information to the following by their supervisors or liaison:

- Director of Maintenance and Operations / Building and Grounds Manager
  - Custodial Manager
  - Respective Bargaining Unit representatives
  - Immediate supervisor/Dean of employee potentially exposed.
- If specific rooms or classes are involved immediate action should be taken to relocate occupants and close space until thoroughly cleaned.
  - The College President and the Chancellor will be notified once contact tracing is complete with tangible outcome.

## Requirement for Testing

If an employee reports experiencing symptoms of COVID-19, a supervisor observes what they believe to be symptoms of COVID-19 by an employee, or an employee reports they may have been exposed to an infected person, the employee will be advised to seek medical care and get cleared to return to worksite through the following methods:

- If it is determined that the exposure occurred at work, the individual will be advised to contact “Company Nurse” for testing and guidance. Use of sick time will not be required in this case.
- If it is determined that a confirmed exposure occurred outside of work, the employee should seek medical assistance to get tested for COVID-19 either through their medical provider or at one of the free county test sites.
  - If the test results are negative, this will act as sufficient proof to approve a return to work.
  - If the test is positive, the employee will follow all guidance from the county health department or their medical provider and;

- Not return to work for 14 days or doctor’s recommended duration, and
- Provide a physician’s note approving their return to work.
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  - Provide a physician’s note approving their return to work.

## Contact Tracing

- In the event of a confirmed workplace COVID- 19 test exposure, contact tracing will be initiated by Contra Costa County Health Services with assistance from District Risk Management.
- Although County health officials are solely responsible for formal contact tracing of confirmed cases of COVID-19 infection, District Risk Management will coordinate preliminary worksite investigations of self-reported suspected cases, which may include precautionary communications to individuals who may have shared space with reporters.
- If the College or supervisor is contacted by a public health official during their contact tracing, all calls should be forwarded to District Risk Management where contact tracing information will be stored. The College and District will cooperate by providing schedules, contact information and even a walk- through of the facility if requested.
- In the event that multiple cases of exposure occur at a District site, the District will determine an appropriate response in consultation with County Health.