

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.

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, manager or faculty member 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.

Reporting Protocol:

- The supervisor, manager or faculty member 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 reporting supervisor, manager or faculty member must also send an email notification to the appropriate COVID Response Group.
- **COVID Response Group Email is established for each District site:**
 - CCCCCOVID@contracosta.edu
 - DVCCCOVID@dvc.edu
 - LMCCCOVID@losmedanos.edu
 - DOCCOVID@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

The reporting supervisor, manager or faculty member should use the email template on the following page to make this report: