

STAY
SAFE



COVID-19

REPORTING REQUIREMENTS FACULTY AND COLLEGES

www.cpp.edu/saferreturn



Faculty Exposure

Department Chair/Dean learns of a faculty receiving a confirmed positive test result for COVID-19, has COVID-19 related symptoms, or had a close contact* exposure to a confirmed positive person.

Notify by Email

The HEERA Manager is to immediately notify the Safer Return Incident Investigation Team (healthscrainer@cpp.edu) and the **Executive Director of Academic Personnel** (gtejadilla@cpp.edu), providing the employee name and contact information.

Managers should not conduct an incident investigation and should not request a diagnosis from the employee.

Communication to Faculty

The Safer Return Incident Investigation Team under the supervision of the AVP of Health and Wellbeing will call employee to assess incident and communicate appropriate next steps. If potential COVID-19 exposure has occurred at Cal Poly Pomona, the Safer Return Incident Investigation Team will contact impacted employee(s) and repeat process.

Faculty Affairs

If applicable, the Safer Return Incident Investigation Team will refer the employee to contact the Executive Director of Academic Personnel who will assist with linkage to applicable leave resources. Benefits Personnel will contact the employee with applicable leave resources and act as an on-going resource for the employee.

Returning to In-Person Activities

If applicable and upon completion of the employee's isolation period, the employee is to provide Benefits Personnel with a medical release prior to returning to work. Benefits Personnel will inform the Executive Director of Academic Personnel of the employee's release to return to work.

WHAT IS CLOSE CONTACT?

A "close contact" is any of the following people who were exposed to an "infected person***" while they were infectious: An individual who was within 6 feet of the infected person for more than 15 minutes within 24 hours. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment. **An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated (as described in Home Isolation Instructions for people with COVID-19).

A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Los Angeles County Department of Public Health order, APPENDIX D: Reopening Protocol for Office-Based Worksites
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_OfficeBasedWorksites.pdf

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