**Staff Exposure**

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

**Notify by Email**

The HEERA Manager is to notify the Safer Return Incident Investigation Team (healthscreener@cpp.edu) and Employee/Labor Relations (elr@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 Employee(s)**

The Safer Return Incident Investigation Team 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.

**Employee Labor Relations**

If applicable, the Safer Return Incident Investigation Team will refer the employee to Employee/Labor Relations for support with applicable leave resources. Employee/Labor Relations will contact the employee with applicable leave resources and act as an on-going resource for employee.

**Returning to Work**

If applicable and upon completion of the employee’s isolation period, the employee is to provide Employee/Labor Relations with a medical release prior to returning to work. Employee/Labor Relations will inform the HEERA Manager of the employee’s release to return to work.

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**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 Workites
http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_OfficeBasedWorkites.pdf

UPDATED: 12/04/2020