

STAY
SAFE



COVID-19

REPORTING REQUIREMENTS STAFF

www.cpp.edu/saferreturn



Staff Exposure

Staff employees who are scheduled to work on campus should report the following to the online Employee Health Screener:

- Experience symptoms identified in the Employee Health Screener (fever, chills, cough, shortness of breath, difficulty breathing)
- Have symptoms consistent with COVID-19
- Have exposure to or close contact* with a person who has a confirmed positive test for COVID-19
- Instructed by healthcare provider or public health to quarantine or isolate.

If any apply, the Health Screener will provide the employee's next steps, one of which is alerting employee's manager of the illness-related absence. The staff member should NOT go to campus. (**Employees working remotely with no on-campus work** do not need to complete the Employee Health Screener. If they choose, they can report the specific type of illness to their manager.)

Notify by Email

The HEERA Manager is to immediately 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 supervised by AVP of Health and Wellbeing will call employee to assess 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 In-Person Activities

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.

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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