

COVID REPORTING PROTOCOLS

The below COVID-19 Reporting protocols apply to all Foundation employment statuses, whether working on the CSUDH Campus or at an assigned school site. Due to rapidly changing guidelines surrounding COVID protocols, this information is subject to change. For questions, please contact FndCOVIDresponse@csudh.edu.

The following illustrates the steps that the Foundation COVID Response team will take after an employee emails their case to Fndcovidresponse@csudh.edu. The team has protocols for the person reporting (Case); including obtaining information on any potential close contacts. Protocols for close contacts of the Case are shown below under the Close Contact heading. The information below is being shared for process transparency. At no time are department managers or supervisors authorized to engage employees in the steps below.

Positive Case Reporting

1. An employee who tested positive for COVID-19 must immediately report the positive results to Fndcovidresponse@csudh.edu, and provide proof of possible test results.
2. The positive employee must isolate immediately and wait for the Foundation COVID Response team to contact them. At the same time, the employee should notify their direct supervisor that they have tested positive.
3. The Foundation Covid Response team will contact the positive case to conduct an interview and determine if any on campus exposure took place. If so, the team will reach out to the close contacts directly and provide guidance; identify locations on campus visited by the positive case and provide the AB 685 compliant legal notices to the campus (if applicable).
4. After the initial collection of additional information, an isolation notice will be sent to the positive case instructing the infected person to isolate for 10 days and return on the 11th day as long as they are symptom free and have not had a fever for 24 hours. The isolation period is calculated based on the onset of symptoms and date of positive test result. Supervisors of the positive case will be notified by Foundation COVID Response Team of their approved return date.
5. Foundation COVID Response Team will request proof of all test results. Supervisors are not permitted to request proof of results.
6. Based on the information gathered from the positive case, facilities will conduct cleaning and disinfecting of the affected space. Please note: the virus can live on surfaces for no more than 24 hours.
7. All employees approved to return must complete the health assessment on the [iToro App](#) prior to returning to campus.

Close Contact Case Reporting

1. A person who is considered a close contact of a co-worker, relative (including dependent children) or personal acquaintance must immediately report this information to Fndcovidresponse@csudh.edu. In other instances, a close contact may be contacted directly by the Foundation Covid Response team during the course of an investigation of a positive on campus case.
2. The Foundation COVID Response team will contact the close contact to determine if they are vaccinated and if symptoms are present.
 - a. If a close contact of a positive case is vaccinated and not showing symptoms, they can return to campus immediately. The close contact must monitor symptoms for the next 14 days. If symptoms develop, contact the Foundation Covid Response Team.
 - b. If a close contact of a positive case is vaccinated and showing symptoms: the close contact must quarantine for 10 days and monitor symptoms for the next 14 days. The close contact may return to work after the quarantine with a negative test result. The test may not be taken sooner than 3-5 days from exposure. The quarantine period will be calculated by the Foundation COVID Response team based on the date of last exposure, or onset of symptoms .
3. If the close contact is not vaccinated, they must quarantine 10 days and monitor symptoms for the next 14 days. (whether symptoms are present or not). The close contact may only come to campus with a negative test taken 3-5 days from exposure.
4. Foundation COVID Response Team will request proof of all test results. Supervisors are not permitted to request proof of results.
5. Supervisors of close contacts will be notified by Foundation COVID Response Team for their approved return date.
6. All employees approved to return must complete the health assessment on the [iToro App](#).

Time off Reporting/COVID Sick Pay

Due to the expiration of the Extended COVID Sick Pay on September 30, 2021; Employees impacted by COVID protocol, whether in isolation or quarantine will need to use sick time to be paid. Sick time must be requested through Paychex.