

Employee COVID Management Process Tree 23-24

EMPLOYEE HAS A POSITIVE COVID TEST OR REPORTS COVID SYMPTOMS

Employee

- Employee notifies their Supervisor/Manager.
- Supervisor/Manager instructs the employee to stay home and COVID test.
- Advise the employee to complete the online [Interactive Decision Chart for COVID](#) ASAP, which provides instructions for a safe return.
- If the **employee tests positive for COVID** – they must follow the instructions to submit the COVID Report Form Appendix C. If you are unsure the employee submitted the COVID report, please submit it on their behalf.



Supervisor or Manager

- The Appendix C generates a notice to the Supervisor.
- Supervisor completes the rest of the Appendix C to include the "Notification Section and Part B".
- The supervisor then emails the Appendix C to the VPA to send out employee exposure notifications. Some campuses have the Dean/Manager sending out the employee notification. Link: [Notification Templates for Employees](#)



Instructor/Dean

If the COVID positive employee exposed students, then the Dean, Faculty, or designee would send out the student notification to students and volunteers (via email or canvas). Link: [Notification Templates for Students](#)

For questions about the employee process contact the Risk Management team - Julia Coleman (ColemaJ2@losrios.edu) or Monica Cruz (monica.cruz@losrios.edu) or the COVID Response Team at COVID@losrios.edu.