



MEMORANDUM

COVID-19 2024/2025 PROTOCOLS IF POSITIVE OR/AND CLOSE CONTACT

September 4, 2024

If the Employee is positive for COVID-19

1. The employee will contact their supervisor, notifying them of a COVID-19 positive.
2. Employee will send an email to their supervisor, Tracy Rasmussen, and include the following:
 - a. Date of Positive test
 - b. Date of onset of symptoms (if known)
 - c. Close contacts, Students, and Staff (for close contact definition, see below)
3. Enter sick time into Red Rover

Return to work

1. Isolation can end, and employees may return to work once symptoms are resolving, and the employee is fever-free for 24 hours without using fever-reducing medication.
2. Employees need to email their supervisor and Tracy Rasmussen that the employee is ready to return to work. If the employee returns before the 10th day, they must continue to mask through day 10.

Supervisors

1. Communicate with Tracy Rasmussen
 - a. Notify staff who are close contacts and communicate protocols for close contact:
 - b. If symptoms develop, test and stay home, and
 - c. if positive, follow isolation recommendations procedures (see above)

Human Resources

1. Will send out required Cal OSHA notices
2. Will follow up with employee when necessary

Close Contacts

- For indoor spaces of 400,000 or fewer cubic feet per floor, close contact is anyone sharing the same indoor airspace for 15 minutes or more over a 24-hour period. (Classrooms & Gymnasiums are considered close contacts)
- For indoor spaces greater than 400,000 cubic feet per floor, close contact means being within six feet of the COVID-19 case for 15 minutes over a 24-hour period.

Cal OSHA guidelines

After consulting with Colleen Whitlock, the Nursing Team will notify Public Health of any outbreak.

Staff Outbreak

Cal/OSHA rules for outbreaks are three or more positive cases in a 14-day period. Major outbreaks are 20 or more in a 30-day period.

Student Outbreak

At least three COVID-19 cases within a 7-day period.