

# COVID-19 REPORTING: QUICK REFERENCE GUIDE

## SECTION 1:

**IF A COMMUNITY MEMBER IS EXPERIENCING ANY SYMPTOMS** associated with COVID-19, including cough, fever, sore throat, difficulty breathing, shortness of breath, diarrhea or vomiting, sudden loss of smell or taste, or muscle aches/pain (not due to another cause); **OR IF A COMMUNITY MEMBER MAY HAVE HAD A CLOSE CONTACT (\*DEFINITION ON OTHER SIDE)/EXPOSURE TO A CONFIRMED COVID-19 CASE:**

### STAFF OR FACULTY

1. Do not come to campus. If already on campus, inform supervisor and leave campus.
2. Contact Primary Care Provider (PCP) for evaluation and possible testing.
3. Do not return to campus until approved by PCP and until any COVID-19 testing completed is back and negative.

If the employee is **EXPERIENCING SYMPTOMS**, the employee (at a minimum) should not return to campus until he/she has gone 3 days without a fever, 3 days with symptoms improving, and until at least 10 days after initial symptom onset (unless a medical provider has diagnosed a non-COVID-19 condition and clears the employee to return prior to 10 days from symptom onset).

If the employee may have been **EXPOSED TO A CONFIRMED COVID-19 CASE**, the employee's supervisor must call the Student Health Center (SHC) at 310.506.4316, option 3, within 24 hours. After business hours and on weekends/holidays, contact the Department of Public Safety (DPS) at 310.506.4442. DPS will inform SHC personnel. This is to update the exposure notification system. An SHC contact tracer will contact the employee to complete a risk assessment.

4. If after the employee consults with his/her PCP, and he/she is diagnosed with COVID-19, presumed to have COVID-19, tests positive for COVID-19, or is placed into Isolation or Quarantine, the employee must call the Student Health Center (SHC) at 310.506.4316, option 3, and ask to speak with the contact tracer within 24 hours. After business hours and on weekends/holidays, contact the Department of Public Safety (DPS) at 310.506.4442. DPS will inform SHC personnel. This will initiate the contact tracing procedures.

If an employee is quarantined due to possible exposure and the employee develops symptoms within 48 hours of the last time he/she was on campus, or if any COVID-19 testing is positive:

The employee contacts his/her Primary Care Provider for further evaluation.

The employee informs the SHC contact tracer of his/her symptom development, and the contact tracer will proceed with contact tracing related to the employee.

### STUDENT OR STUDENT EMPLOYEE

Contact the Student Health Center at 310.506.4316, option 3, for further instruction.

If after-hours, contact the Department of Public Safety (DPS) at 310.506.4442. If an on-campus residential student, ask to speak with the Resident Director (RD) on Duty.

## SECTION 2:

**IF A SUPERVISOR RECEIVES A REPORT FROM AN EMPLOYEE ABOUT ANOTHER COMMUNITY MEMBER** who is ill or may have had a close contact\*/exposure to a confirmed COVID-19 case:

Collect information from the reporting employee. This includes date, duration, and location of the reporting employee's exposure/contact, if any. Also, collect the name and contact information of the employee/student of concern and of the reporting employee.

### **NOTIFY THE APPROPRIATE PARTY:**

If the individual of concern is an employee, the supervisor calls the employee of concern's supervisor.

If the individual of concern is a student or student employee, the supervisor contacts the Student Health Center at 310.506.4316, option 3. If after-hours, contact the Department of Public Safety (DPS) at 310.506.4442. If the student resides on campus, ask to speak with the Resident Director (RD) on Duty.

The employee of concern's supervisor follows the instructions as noted in section 1.

**\*CLOSE CONTACT** is defined as being within approximately 6 feet (2 meters) of a COVID-19 case for 15 minutes or more or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Close contact can occur while caring for, living with, visiting, or sharing an area with a COVID-19 case.

**NOTE:** No special cleanings need to occur unless a community member is diagnosed with COVID-19, presumed to have COVID-19, or tests positive for COVID-19.

**FOR ADDITIONAL INFORMATION OR MORE DETAILED INSTRUCTIONS, PLEASE CONSULT THE COVID-19 REPORTING GUIDANCE: FACULTY AND STAFF DOCUMENT.**