

PERALTA COMMUNITY COLLEGE DISTRICT

Guidelines for employees in the event of a suspected or confirmed COVID-19 case or flu.

Peralta Community College District is committed to providing accurate and timely information about COVID-19 to students, staff and faculty. If a Peralta employee tests positive for COVID-19, an automatic referral to the Alameda County Health Department from the origin of the testing site is required. With guidance from the CDC, State and Local public health officials, the District has developed a protocol for employees in the event of a confirmed exposure or case of COVID-19 on a District campus. **All confirmed COVID-19 cases should immediately be reported to Human Resources via email at COVID-19@peralta.edu.**

- In the event an employee is exposed to someone with a confirmed case of COVID-19 and the employee has been on a college campus, the employee should *test using one of the campus test sites or the District Offices test site.*

If an employee presents on campus with symptoms of cough, fever, or shortness of breath, they may be asked to return home.

- a. An employee may be asked to contact their primary care physician or be tested.
- b. If the situation is emergent, 911 will be called

2. An employee states that they have been exposed to COVID-19,

- a. Managers, receiving the information will obtain preliminary background information on the following questions,
 - i. How was the positive diagnosis confirmed?
 - ii. What areas have you been on the campus?
 - iii. Who specifically have you been in contact with since the exposure?
- b. Notify HR via email at COVID-19@peralta.edu
- c. Employee will be contacted to obtain additional information or asked to contact their primary care physician for further evaluation.
- d. Employees who experience flu-like symptoms while on campus should immediately be sent home until further information is gathered regarding their condition.

- e. Employee will be requested to notify Primary Care Physician (PCP)
- f. May be asked to self-quarantine for 10 days, monitor for symptoms of cough, fever, shortness of breath
- g. Notify the Vice Chancellor of Human Resources if a District Office Employee or the applicable College President for College Employees.

3. Confirmed COVID-19 case,

- a. ACHD is notified of positive COVID-19 cases from testing facilities or the ordering physician.
- b. ACHD does *not* notify facilities and will only contact affected individuals in confirmed cases; potential exposures will not be notified.
- c. Once the employee is notified by the ordering physician or the ACHD of a positive COVID-19 status it is the employee's responsibility and obligation to then notify the school or employer.
- d. The employee should identify potential contacts.
- e. Notify the Vice Chancellor of Human Resources
- f. It is District and Colleges responsibility to then notify the individuals that were in contact with the person testing positive as well as larger college community via broad-based communication efforts.

4. Notify the applicable College President to inform the colleges about the exposure with the following considerations:

- a. Maintain confidentiality of the employee as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.
- b. Align with the communication plan in the emergency operations plan.
- c. Include messages to counter potential stigma and discrimination.
- d. College Presidents will notify the Vice Chancellor, Department of General Services, so that DGS can arrange for cleaning and disinfecting where indicated.

5. Clean and disinfect affected areas per CDC guidelines.