

CRC - COVID Reporting

Employee Role

- 1) Employee reports Confirmed Covid Case, COVID Symptoms, or waiting on test results to Supervisor, Director, or Dean.
 - a. Fills out Appendix C with Manager/Supervisor
 - b. Wait for further instructions

Manager/Supervisor Role - COVID Reporting must be completed within 24 hours of notification

- 1) Manager/Supervisor notifies via email: VPA and your VP or AVP, Amber Larsen and Chris Raines – Email subject line: EITHER Confirmed COVID Case OR COVID Exposure (do not include employee personal identifiable information in the initial email)
 - a. Follow-up instructions will be provided to the manager at this time, which will include.
 - i. Blank appendix C
 - ii. Example of filled out Appendix C
 - iii. Templates for notification emails
- 2) Manager/Supervisor fills out Appendix C with Employee. Due to confidentiality, do not have the Administrative Assistant fill out the form. Don't leave any blank boxes on the form.
 - a. Email complete form to CRC COVID Coordinator: Amber Larsen, LarsenA@crc.losrios.edu
 - i. Amber will send it to covid@losrios.edu
- 3) Manager/Supervisor notifies all employees who have been exposed or potentially exposed by using the email templates provided by the CRC COVID Coordinator in step 1. Even if Supervisor through verbal or text messages sends employees home to quarantine as the investigation is going, the template notification must be sent to the employee as it has required information that must be sent to employee.

Director of Administrative Services/VPA

- 1) The Director of Administrative Services or VPA notifies LRPD-Chief Savage and FM-Vince Montoya of the date and buildings affected to inform their staff in the area at the indicated time. (Do not mention the employee's name)

