Per AB685 & Cal-OSHA Reg – Campus Management or Designee would send out the template letters as needed by each heading. CC: Risk Management and Union Presidents that apply (SEIU Andy LaTorre, LRCEA Ed Bartholome, LRSA Cindy Velez & LRCFT Jason Newman)

**Template for close contact**

**Template for “Potential” exposure**

**Template for Sub-contractor**

**Template to employees--return to work date**

# Template – Close Contact

Index case (positive individual--employee, student, sub-contractor) was in close contact to other employees or sub-contractor – replace the RED with the correct information.

Good morning,

Recently, the college was notified that an essential employee (or student/sub-contractor) tested positive for COVID-19 within the last few days. While all safety protocols were followed, out of an abundance of caution, we are notifying employees that were at campus (list specific buildings(s) or campus wide) on (*date & date (48 hr prior to onset of symptoms-- if asymptomatic then date person took the test*). We have been informed you may have been in close contact with individual(s) whom are positive for COVID-19.

Close contact is defined, as someone who was within 6 feet for a cumulative total of 15 minutes or greater in any 24-hour period during high risk exposure period (at minimum 48 hours prior to the individual first developed symptoms).

Consistent with [directives from regional and national public health experts](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html), we are sending you home to quarantine for the next 10 days. Employees who are fully vaccinated and exhibit COVID-19 symptoms or test positive must quarantine. However, if employees are fully vaccinated and are asymptomatic they do not need to quarantine.

If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please contact your health care provider immediately or if you feel it is work related please contact Company Nurse at 888-375-9780 AND inform your manager/supervisor.

In the event of a close contact exposure or outbreak (regardless of vaccination status), you should get tested within 3-5 days after exposure. Currently, our occupational medicine clinics are referring all COVID testing to community testing sites. <https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx>. If you test positive due to being exposed at a work site, then notify your manager/supervisor and call Company Nurse.

Please expect a phone call from the campus COVID coordinator and/or Campus Health Services Nurse as they are conducting contact tracing to prevent an outbreak and complying with our COVID Prevention Plan. They are available to answer questions and follow-up on your status to determine a return to work date.

**Benefits**

You may be eligible for benefits related to COVID-19 to include paid sick leave through the Emergency Supplemental Paid Sick Leave Act (SB 95) through September 30, 2021. The link below will assist with questions and complete the form for benefits: <https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>.

Please work with your supervisor/manager on how to notate your absence report. If you do test positive for COVID-19 and you believe you contracted COVID-19 illness as a result of your employment, you may be entitled to workers’ compensation benefits. To file a workers’ compensation claim, please call Company Nurse at 1-888-375-9780 AND your supervisor or you may call Risk Management for a DWC-1 claim form at 916-568-3054.

**Campus Disinfectant and Safety Plan**

The area where the employee was working or may have traveled will be cleaned and disinfected. High touch surfaces where essential employees are on campus are being routinely disinfected by custodial staff. Where lab classes are being held on campus, the area is being disinfected after each class and the lab area maintains supplies for additional cleaning. All employee while on campus and inside of buildings must wear a face mask and maintain a 6-foot distance from others when possible. Adequate supplies of disinfectant and hand sanitizer are available to support cleaning of work surfaces and proper personal hygiene. Be sure to wash your hands frequently.

**Employee Responsibilities**

Each Los Rios employee bears a responsibility to themselves and to their colleagues to take certain precautions in the COVID-19 environment.

Pre-Screening for Symptoms

Before coming to work, employees reporting to a Los Rios facility shall self-screen for symptoms of COVID-19 to lessen its spread within the community. This includes screening for:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

If an employee has any of the above symptoms, of if they have a recorded temperature greater than 100.4 degrees, they are required to stay home and either utilize available leaves or work with their supervisor/manager on alternate work arrangements.

**Be Respectful**

Employees must not assume someone of a particular national origin, race, or background is more likely to have COVID-19. Los Rios is committed to providing a work and educational environment free of harassment and discrimination based on race, ethnicity, color, religion, physical or mental disability, marital status, sex, gender, gender identity, gender expression, sexual orientation, military and veteran status, or any other basis protected by law. Los Rios also prohibits harassment and discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having, any of those characteristics.

Los Rios will not tolerate inappropriate or unprofessional conduct toward others even if it does not meet the legal definition of unlawful discrimination, harassment, or retaliation.

Employees should contact the college Equity Officer or the Human Resources Department if they have any questions about District discrimination policies or believe they have been subject to discrimination and/or harassment.

Thank you for your patience as we take every possible measure to keep you and our entire college community as safe as possible during these extraordinary times.

If you have questions about COVID-19 or the best way to keep yourself and your loved ones safe, please visit the [Centers for Disease Control’s (CDC) COVID-19 website](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

Campus Management

Template for Reporting “Potential” Exposure  
Employee exposed by an Index case (positive individual was on campus)

Good morning,

Recently, the college was notified that an essential employee (or student/Sub-contractor) tested positive for COVID-19 within the last few days. While all safety protocols were followed, out of an abundance of caution, we are notifying employees that were at campus (list specific building(s) or campus wide) on (*date & date (48 hr prior to onset of symptoms-- if asymptomatic then date person took the test*). You may have been potentially exposed by an individual with COVID-19 but did not have close contact. You do not need to be quarantined or do anything differently at this time. If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please stay home and contact your health care provider immediately. If you feel it is work related please contact Company Nurse at 888-375-9780 AND inform your manager/supervisor.

**Benefits**

You may be eligible for benefits to include paid sick leave related to COVID-19. Please report to your manager/supervisor any missed time from work related to COVID and complete the form in the link below:  
<https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>.

**Campus Disinfectant and Safety Plan**

The area where the employee was working or may have traveled will be cleaned and disinfected. High touch surfaces where essential employees are on campus are being routinely disinfected by custodial staff. Where lab classes are being held on campus, the area is being disinfected after each class and the lab area maintains supplies for additional cleaning. All employee while on campus and inside of buildings must wear a face mask and maintain a 6-foot distance from others when possible. Adequate supplies of disinfectant and hand sanitizer are available to support cleaning of work surfaces and proper personal hygiene. Be sure to wash your hands frequently.

**Employee Responsibilities**

Each Los Rios employee bears a responsibility to themselves and to their colleagues to take certain precautions in the COVID-19 environment.

Pre-Screening for Symptoms

Before coming to work, employees reporting to a Los Rios facility shall self-screen for symptoms of COVID-19 to lessen its spread within the community. This includes screening for:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

If an employee has any of the above symptoms, of if they have a recorded temperature greater than 100.4 degrees, they are required to stay home and either utilize available leaves or work with their supervisor/manager on alternate work arrangements.

**Be Respectful**

Employees must not assume someone of a particular national origin, race, or background is more likely to have COVID-19. Los Rios is committed to providing a work and educational environment free of harassment and discrimination based on race, ethnicity, color, religion, physical or mental disability, marital status, sex, gender, gender identity, gender expression, sexual orientation, military and veteran status, or any other basis protected by law. Los Rios also prohibits harassment and discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having, any of those characteristics.

Los Rios will not tolerate inappropriate or unprofessional conduct toward others even if it does not meet the legal definition of unlawful discrimination, harassment, or retaliation.

Employees should contact the college Equity Officer or the Human Resources Department if they have any questions about District discrimination policies or believe they have been subject to discrimination and/or harassment.

Thank you for your patience as we take every possible measure to keep you and our entire college community as safe as possible during these extraordinary times.

If you have questions about COVID-19 or the best way to keep yourself and your loved ones safe, please visit the [Centers for Disease Control’s (CDC) COVID-19 website](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

Campus Management

Template – Notify Contractor’s Employer of potential exposure while employees are on campus.

Good morning,

Recently, the college was notified that an essential employee (student/sub-contractor) tested positive for COVID-19 within the last few days. While all safety protocols were followed, out of an abundance of caution, we are notifying your company that if your employee(s) were on campus on the following dates (*date & date (48 hr prior to onset of symptoms-- if asymptomatic then date took the test*) they may have been potentially exposed. If we find out our employee was in close contact with any of your employee, we’ll let you know.  
  
Per AB685 Cal-OSHA requirements, please notify the employee(s) within one business day that they may have been exposed to COVID-19 while on campus.

We continue to clean the campus and high touch points throughout the week. Please continue to remind your employees to Self-Check their symptoms prior to coming on campus, wear a multilayered face mask inside buildings and around others while outside, and continue to social distance 6 feet apart.

Thank you for your patience as we take every possible measure to keep you and our entire college community as safe as possible during these extraordinary times.

If you have questions about COVID-19 or the best way to keep yourself and your loved ones safe, please visit the [Centers for Disease Control’s (CDC) COVID-19 website](https://www.cdc.gov/coronavirus/2019-nCoV/index.html).

*From the person who oversees the contractor.*

**The below templates are for the Covid Coordinator/VPA to send to the supervisor after working with Campus Health Services to determine the return to work dates. Supervisor to send to their employee(s) who are out sick or quarantining).**

For supervisor to send to employees who were sent home to quarantine:

Dear employees,

Due to an exposure on campus, you were sent home to quarantine for 10 days. Please continue to self-check your symptoms daily. If you have no symptoms (or no fever without the use of fever-reducing medications--e.g., Tylenol, Advil), you may return to work on xx/xx/21.

If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please contact your health care provider immediately or you may go to a community testing site for free COVID testing. <https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx>. Please notify your manager/supervisor you become ill during your quarantine.

On your absence report for each day you are quarantined, please select quarantine leave. Should you become sick during quarantine then those days would be noted as sick leave.  
Complete the form noted at the link below: <https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>

**Supervisor to send to employee recovering from COVID:**

Supervisor should speak with the employee prior and once it is clear they can return to work via doctor’s note or symptoms are clearing with criteria below:

Dear Employee,

As we discussed, you may return to work on xx/xx/21 based on your doctor’s note or you have recovered based on the following criteria:

At least 10 days after your symptoms started or a positive test; and

24 hours with no fever without the use of fever-reducing medications (e.g., Tylenol, Advil):, and

Your respiratory symptoms (e.g., cough, shortness of breath) are improving.

For your absence reporting at the end of the month, please consult the link below to complete the form and how to complete your absence report  
<https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>.

Thank you.

**Supervisor to essential worker when exposure outside of work:**

Dear Employee,

I understand you have a close exposure to individuals with COVID-19 outside of work (i.e. Household member, event, travel, family, or friends). We ask that you quarantine and self-isolate at home for 10 days. If you are fully vaccinated and are asymptomatic you do not need to quarantine. However, if you develop symptoms, please stay home and call your supervisor. Please continue to self-check your symptoms daily. If you experience any [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (watch for fever, chills, cough, shortness of breath, muscle pain or a loss of taste or smell), please contact your health care provider immediately or you may go to a community testing site for free COVID testing. <https://www.saccounty.net/COVID-19/Pages/Symptom-Screening_MobileTestingSite.aspx>. Please notify your supervisor/manager if you become ill during your quarantine.

If you have no COVID-19 symptoms (or no fever without the use of fever-reducing medications--e.g., Tylenol, Advil), you may return to work on xx/xx/21.

Please consult the link below to complete the form and how to complete your absence report  
<https://employees.losrios.edu/lrccd/employee/doc/benefits/leaves/sb-95-paid-sick-leave.pdf>.

Thank you.