

## REVISED COVID-19 REPORTING PROCEDURES

Riverside Community College District (the District) is committed to protecting the health and safety of faculty, staff, students, and visitors. During the pandemic, timely reporting is one of the keys to prevent further spread of COVID-19. All employees and students are required to immediately report if they have tested positive for COVID-19, experience COVID-19 symptoms<sup>1</sup>, or have been identified as a close contact<sup>2</sup> of an infected person.

### I. EMPLOYEE COVID-19 REPORTING PROCEDURE

Employees must report any positive test/diagnosis of COVID-19, COVID-19 exposure, and/or potential COVID-19 symptoms to Risk Management by using the [online reporting form](#) (preferred method), email [covidreporting@rccd.edu](mailto:covidreporting@rccd.edu), or by calling the COVID -19 hotline (951)-222-8662. The following information is required in the report:

- Employee name
- Date of Birth
- Job title
- Home address
- Phone number
- Department
- Supervisor
- Last date onsite
- How the exposure occurred
- Any symptoms
- Date of test
- Testing site
- Date of symptom onset if symptomatic
- Onsite location(s) visited during infectious period<sup>3</sup> (COVID-19 positive cases only)
- Onsite close contacts if known (for COVID-19 positive case only)

Employees will be advised of isolation/quarantine requirements, applicable leaves, and testing resources.

#### A. NOTIFICATIONS

- 1) Risk Management/Human Resources and Employee Relations (HRER) will immediately, within one business day, notify the employee's immediate supervisor if the employee is required to be excluded from the worksite due to COVID-19 concerns. Risk Management/HRER will not disclose any medical/diagnosis information.
  - Based on an employee's particular situation and position, the employee may be able to continue working remotely during medical assessment/self-quarantine.

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<sup>1</sup> People with these symptoms may have COVID-19: 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.

<sup>2</sup> A close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.

<sup>3</sup> An infected person can spread COVID-19 starting 2 days before the person had any symptoms or tested positive for COVID-19 until 10 days after symptoms first appeared or ten days after the test date.

Employees will need to work with HRER for accommodation arrangements if needed.

- If the employee is a faculty member and unable to teach, they will need to work with their area Dean, Department Chair, and/or College Administration to facilitate the continuation of the class.
- 2) If the COVID-19 positive employee has been onsite during the infectious period, Risk Management will notify the College Director of Facilities and request a deep cleaning of the exposure area as needed.
  - 3) Risk Management will notify Riverside County Public Health of the employee's positive case status along with, if applicable, any identified onsite close contacts.
  - 4) Risk Management will immediately notify, within one business day, the employees, their exclusive representatives, and employer of outside contractors if they might be exposed to the COVID-19 case.
  - 5) Based on the results of the COVID-19 investigation, Risk Management will immediately notify, within one business day, employees who may have been in close contact of a COVID-19 infected person and their exclusive representatives if the COVID-19 exposure occurs onsite.
  - 6) Risk Management will notify RCCD's Workers' Compensation Third Party Administrator within three business days if the laboratory confirmed COVID-19 positive employee has been working onsite within 14 days of their positive test.

## **B. CLEARANCE/RETURN TO WORK DUE TO COVID-19 INFECTION/EXPOSURE**

- 1) **If the employee has tested POSITIVE for COVID-19**, they will need to self-isolate. This means that the employee will need to stay in a separate room, with no personal contact with others for 10 days. Employees may return to work after 10 days when any of the following occur:
  - For employees with symptoms all of these conditions must be met:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
    - COVID-19 symptoms have improved; and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - For employees without symptoms, at least 10 days have passed since the COVID-19 employee's first positive test.
  - If a licensed health care professional determines the employee is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.

HRER may also require the employee to provide a copy of the doctor's note to return to work per collective bargain agreements, MOUs, and/or Cal/OSHA guidance.

- 2) **If the employee has been EXPOSED to someone with COVID-19**, they will need to self-quarantine. This means the employee will need to stay at home for 14 days from the **last** exposure while avoiding contact with other people. If the employee is re-exposed,

the 14-day period begins again. The employee may return to work after those 14 days if symptoms do not develop **and** there is no positive test result.

- 3) **If the employee reports COVID-19 symptoms**, testing is highly recommended. If the employee cannot be tested, the same criteria for return to work as laboratory confirmed COVID-19 positive cases will be followed.
- 4) **Non-Industrial Cases (Non-work related/personal injury or illness)** - HRER will provide return-to-work clearance for non-industrial cases and will notify the employee's supervisor of the return-to-work clearance, including onsite work.
- 5) **Potential Industrial Cases (Potential Work-related injury or illness)** - If the employee has been onsite within 14 days of positive COVID-19 test or diagnose, Risk Management will send Workers' Compensation claim form (DWC-1) to the employee. Risk Management will provide return-to-work clearance for these cases. Risk Management will also notify the employee' supervisor of the clearance to return onsite.

## II. STUDENT COVID-19 REPORTING PROCEDURE

Students must report any positive test/diagnosis of COVID-19, COVID-19 exposure, or potential COVID-19 symptoms to their college Student Health Services department. The contact person at each location is:

- Norco Campus- [Cathleen.Chou@norcolle.edu](mailto:Cathleen.Chou@norcolle.edu),
- Moreno Valley/Ben Clark Campus- [Chris.Bass@mvc.edu](mailto:Chris.Bass@mvc.edu)
- Riverside City Campus- [Renee.Martin-Thornton@rcc.edu](mailto:Renee.Martin-Thornton@rcc.edu)

Students should provide the following information:

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|-----------------------------|--|
| • Student Name              | • Any symptoms   |
| • Date of Birth             | • Date of symptom onset (if symptomatic)   |
| • Home address              | • Date of test   |
| • Phone number              | • Testing site   |
| • Student ID number         | • Onsite locations visited during infectious period (COVID-19 positive cases only) |
| • Email address             | • Onsite close contacts if any (COVID-19 positive cases only)                      |
| • Class schedule onsite     |  |
| • Last date onsite          |  |
| • How the exposure occurred |  |

Students will be provided quarantine/isolation requirements, testing, and student support resources.

### A. NOTIFICATIONS

- 1) Health Services will notify the students professors/Dean.
  - Based on the situation, students may be able to continue doing their studies remotely during medical assessment/self-quarantine.
  - Health services will provide information to the area Dean and/or College Administration to decide on facilitating the continuation of the class.

- 2) Health Services will notify the County of Riverside Public Health of the student's positive case status along with, if applicable, any identified onsite close contacts.
- 3) Health Services will notify the College Director of Facilities to request a deep cleaning of the exposure area if the student was onsite.
- 4) Health Services will notify close contacts of a verified exposure that occurred onsite and provide instructions to quarantine/isolation/be tested.

## **B. CLEARANCE/RETURN TO ONSITE CLASSES**

Health Services will provide clearance for students to return to onsite classes.

- 1) **If the student has tested POSITIVE for COVID-19**, they will need to self-isolate. This means that the student will need to stay in a separate room, with no personal contact with others for 10 days. Students may return to work or school after 10 days when any of the following occur:
  - For students with symptoms all of these conditions must be met:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
    - COVID-19 symptoms have improved; and
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - For students without symptoms, at least 10 days have passed since the COVID-19 student's first positive test.
  - If a licensed health care professional determines the student is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.
- 2) **If the student has been EXPOSED to someone with COVID-19**, they will need to self-quarantine. This means the student will need to stay at home for 14 days from the last exposure while avoiding contact with other people. Students can return to school after those 14 days if they do not develop symptoms and do not get a positive test result.
- 3) **If the student reports COVID-19 symptoms**, testing is highly recommended. If the student cannot be tested, the same criteria for return to work as laboratory confirmed COVID-19 positive cases will be followed.