

Employee COVID Management Process Tree 10/25/22

EMPLOYEE HAS A POSITIVE COVID TEST OR REPORTS COVID SYMPTOMS

Employee

- Employee notifies their supervisor or Manager.
- Complete the [Interactive Decision Chart for COVID](#) online ASAP. This will give the employee next step instructions and have them complete the Appendix C if they are positive.



Supervisor or Manager

The Appendix C generates a notice to the Supervisor. Supervisor completes the rest of the Appendix C to include the "Notification Section and Part B". Then the supervisor emails the Appendix C to the VPA to send out employee exposure notifications.

Some campuses have the Dean/Manager sending out the employee notification.

Link: [Notification Templates for Employees](#)



Instructor/Dean

If the index case (employee) exposed students, then the Dean, Faculty, or designee would send out the student notification to student and volunteers (via email or canvas).

Link: [Notification Templates for Students](#)

For questions about employee process contact the COVID Response Team at COVID@LosRios.edu or Debbie Turner (turnerd@losrios.edu).