



LACCD EMERGENCY OPERATIONS CENTER

SAFETY ADVISORY

PROTOCOLS FOR REPORTING COVID-19 EXPOSURE INCIDENTS

June 5, 2020

INTRODUCTION

In order to further reduce the spread of COVID-19 within the Los Angeles Community College District, including the nine (9) colleges and all District property, the District is enforcing these Protocols for Reporting COVID-19 Exposure Incidents. These reporting protocols will assist all LACCD employees who are contacted by individuals who report COVID-19 health concerns regarding:

- POSITIVE [those who have positive test results]
- SUSPECTED [those who exhibit CDC symptoms]
- EXPOSURE [those who have been exposed to positive or symptomatic individuals and who have been in close contact]

REPORTING PROTOCOLS FOR LACCD EMPLOYEES

Any LACCD employee who receives a communication from another individual (employee, student, member of the public) who reports a COVID-19 incident relating to testing positive, testing positive for antibodies, suspected COVID-19 based on CDC-published symptoms, or exposure to individuals/situations of COVID-19 infection, must:

1. Immediately report the incident to their respective College President (or Division Head as appropriate) with the student's LACCD identification number. If the individual is an employee include the full name of the employee and the employee's work location. If the communication was through email/Canvas, please forward that communication as well. Phone numbers for all Presidents are online at www.laccd.edu/coronavirus.

INITIAL RESPONSE TO PERSON REPORTING POSITIVE COVID-19 TEST

Please give the following information/instructions:

1. Immediately home-quarantine for 14 days
2. Instruct individual to tell his/her close contacts to home-quarantine for 14 days
3. Call your doctor/healthcare provider for further direction
4. Continue to monitor symptoms closely and seek care if symptoms escalate
5. Keep in contact with your instructor/supervisor with updates on your condition
6. Make arrangements for any class/work accommodations if needed
7. Remain in contact with Los Angeles County Department of Public Health (LACDPH)
8. Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

INITIAL RESPONSE TO PERSON REPORTING COVID-19 SYMPTOMS

Please give the following information/instructions:

1. Immediately home-quarantine for 14 days
2. Get tested at any LACDPH test sites immediately
<https://covid19.lacounty.gov/testing/>
3. Call your doctor/healthcare provider for further direction
4. Continue to monitor symptoms closely and seek care if symptoms escalate



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5. Keep in contact with your instructor/supervisor with updates on your condition
 6. Make arrangements for any class/work accommodations if needed
 7. Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

CLOSE CONTACT DEFINED

The term “close contact” refers to any of the following people who were exposed to a patient with presumed or confirmed COVID-19 while they were infectious such as a household member, intimate contact or caregiver.

A person is considered to be exposed when in “close contact” with a person with presumed or confirmed to have COVID-19 if:

1. The person was within six (6) feet of a person with presumed or confirmed COVID-19 for more than 15 minutes – OR
2. Had unprotected contact with the body fluids and/or secretions, such as being coughed or sneezed on, shared utensils, shared saliva, or provided care without wearing PPE of a person with presumed or confirmed COVID-19.
3. A person with COVID-19 is considered to be infectious from 48 hours before their symptoms started until their isolation period ends.
4. Asymptomatic persons with laboratory-confirmed COVID-19 infection are considered to be infectious from 48 hours before their test was taken until 10 days after their test was taken.

INITIAL RESPONSE TO PERSON REPORTING COVID-19 EXPOSURE

Individuals who are known to have had **CLOSE CONTACT** (as described above) with a person presumed or confirmed to have COVID-19 are **to be sent home immediately to self-monitor and quarantine for 14-days following the last contact with the person.**

FOR EMPLOYEES

- a. If this person is an employee, quarantine leaves related to COVID-19 will be applied for up to 14 days. During the quarantine leave, no employee shall go into less than full paid status if illness days are insufficient to cover the leave period.
- b. If employees or family members become symptomatic, they are to immediately seek medical treatment and notify their supervisor as soon as reasonably possible.
- c. If the employee was in a location that the person presumed/confirmed COVID-19 had visited and there was no close contact or prolonged exposure, the employee need only self-monitor.
- d. If the employee had contact with a coworker who has been told to quarantine as a result of a close contact with a person presumed/confirmed COVID-19, the employee need only self-monitor.
- e. Please note that the LACCD will continue to operate in remote learning platforms and remote business environments until it is determined that our



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colleges can safely repopulate [*Chancellor's Communication-COVID-19 Update May 28, 2020*].

FOR STUDENTS

- f. If this person is a student, please inform the student to:
- Immediately home isolate for 14 days
 - Get tested at any LA County Public Health test sites immediately
<https://covid19.lacounty.gov/testing/>
 - Call your doctor/healthcare provider for further direction
 - Continue to monitor symptoms closely and seek care if symptoms escalate
 - Keep in contact with your instructor/supervisor with updates on your condition
 - Make arrangements for any class/work accommodations if needed
 - Seek medical attention immediately if you are having difficulty breathing or keeping fluids down

CENTER FOR DISEASE CONTROL (CDC)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Symptoms may appear **2-14 days after exposure to the virus**. 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