

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

ROLES & RESPONSIBILITIES: COMMUNICATIONS TO EMPLOYEES REGARDING (POSSIBLE) COVID EXPOSURE



Employee informs manager/appropriate administrator to report:

- a personal COVID-19 illness (positive test),
or
- COVID related symptoms, or
- possible exposure (close contact with someone who tested positive for COVID-19)

Manager/Appropriate administrator:

- Advises employee to stay home and not report to work; **and**
- Provides the COVID-19 Illness/Exposure Report Form link. (Manager may submit the COVID-19 Illness/Report Form on behalf of employee.); **and**
- Advises employee that Student Health & Counseling Services (SHCS) will call within 24 hours.

SHCS will contact the employee within 24 hours to conduct a case interview.

- Case interview will determine risk to campus and any appropriate campus safety measures.
- Any campus contacts identified "at risk" will be notified by SHCS. Guidance and resources will be provided to each "at risk" employee.

Manager/Appropriate administrator will be notified by SHCS as to employee status and return to work recommendations.

- Risk Management may contact Facilities Management to ensure appropriate disinfection of the work area if appropriate.

If deemed appropriate, Risk Management and Sacramento County Public Health will be consulted.

SHCS is responsible for tracking all cases and reporting to the CSU and any regulatory agencies.

Manager/Appropriate Administrator are responsible for protecting employee privacy.

Submitting the COVID-19 Illness/Exposure Report form will activate all campus authorities that need to know. This is the ONLY notification that a Manager/Appropriate Administrator needs to make.

Manager/Appropriate Administrator is encouraged to contact SHCS at 916-278-6461 for any specific questions or concerns.

- Any employee requesting information related leave options or benefit coverage should be referred the Benefits Office in Human Resources.

- Any employee with questions or concerns about COVID-19 safety protocols, or any employee who needs hand disinfectant or a face covering can contact the EHS office at 916-278-2020.