

## **Employee Tests Positive for COVID**

1. Employee Must Stay Home for Five (5) Calendar Days from date of positive test, *regardless of vaccination status.*
2. Employee Notifies District
  - a. If by Phone, contact direct Supervisor, who should immediately follow up with an email to [HR](#).
  - b. If by Email, notify direct Supervisor **and** HR ([humanresources@mpc.edu](mailto:humanresources@mpc.edu))
3. Notification should include:
  - a. The date the employee tested positive
  - b. The last date the employee was at a District facility and where
  - c. Vaccination status, including boosters (Employee not obligated to share this information with supervisor, but HR must be informed to provide precise guidance.)
  - d. Name(s) of individual(s) who the employee might have had “close contact” starting 48 hours (2 days) before the employee had symptoms or before they were tested. (Close contact: ***someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24 hour period.***)
4. Supervisor notifies HR of any collected information, including possible close contact(s) and confirmation of employee’s last day on District facilities.
5. See Chart (from CalOSHA) on next page.
6. HR follows up with the employee that tested positive for further information.



## Employee Exposed to Someone that Tests Positive for COVID

Employee Notifies District

- a. If by Phone, contact direct Supervisor, who should immediately follow up with an email to [HR](#).
- b. If by Email, notify direct Supervisor **and** [HR](#)
- c. See Chart below (from CalOSHA).

Vaccination status	Isolation or quarantine	Period of time to be excluded from work
All workers that test positive for COVID-19, regardless of vaccination status	Isolation	<ul style="list-style-type: none"> <li>• Must be excluded from the workplace for at least 5 days.</li> <li>• A worker can return to work after day 5 if they do not have symptoms <u>and</u> test negative.</li> <li>• If a worker cannot test or declines to test<sup>1</sup> they can return to work after 10 days.</li> <li>• Must wear a face covering around others at work for a total of 10 days after the positive test.</li> </ul>
Unvaccinated workers exposed to someone with COVID-19	Quarantine	<ul style="list-style-type: none"> <li>• Must be excluded from the workplace for 5 days after the close contact <u>and</u> take a test on day 5.</li> <li>• A worker can come back to work after day 5 if they test negative and do not have any symptoms.</li> <li>• If the worker cannot test or declines to test<sup>1</sup> they can return to the workplace after day 10 if they do not have symptoms.</li> <li>• Must wear a face covering around others at work for 10 days after exposure.</li> <li>• If the worker develops symptoms, they must be excluded pending a test result.</li> </ul>
Booster-eligible, but not boosted workers exposed to someone with COVID-19	No quarantine	<ul style="list-style-type: none"> <li>• Does not need to be excluded from work if asymptomatic but must have a negative test 3-5 days after close contact.</li> <li>• Must wear a face covering around others at work for 10 days after exposure. If the worker develops symptoms, they must be excluded pending a test result.</li> </ul>
Workers received a booster, or are fully vaccinated but not yet booster-eligible.	No quarantine	<ul style="list-style-type: none"> <li>• Does not need to be excluded from work if asymptomatic, but must take a test on day 5 after exposure.</li> <li>• Must wear a face covering around others at work for 10 days after exposure.</li> <li>• If they develop symptoms, the worker must be excluded from the workplace pending a test result.</li> </ul>

HR follows up with the employee that had the close contact for further information.