APPENDIX C
GUIDELINES FOR EMPLOYEES

Plan for Reporting Sickness

If you are sick:

Stay home and isolate until you are fever free for three days. If you have been exposed to someone who tested positive for COVID-19, stay home, and quarantine for 14 days. We realize that you may be hesitant to miss work and encourage you to use your best judgment or talk to your health care provider. Communicate with your supervisor if you are unable to make it to campus due to illness or family obligations.

Contact with a Sick or COVID-19 Positive Person

If you are displaying flu-like symptoms AND/OR believe that you may have been exposed to someone who is at risk for COVID-19, then we encourage you to immediately self-isolate and:

• Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility).

• Reach out to your supervisor to inform them of your absence.

If You Are Diagnosed with COVID-19, and Were on Campus

• Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility). Community health care providers will be reporting positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.

• If you have a positive lab result you and/or your provider can fax or email the results to the Santa Barbara Public Health Departments Fax: (805) 681-4069, Email: phddc@sbcphd.org

• If you were on campus within 14 days of a positive COVID-19 test, you should immediately self-isolate. You should contact their immediate supervisor and Human Resources, who will then notify Student Health Services and Enrollment Services.

• Anyone who was diagnosed or experiencing flu-like symptoms AND believes they may have been exposed to someone who is at risk for COVID-19 is encouraged to notify the District as soon as possible. Reach out to your supervisor to inform them of your absence.
Exposure Response Plan

The District will follow the process outlined below for a positive case of COVID-19 on campus. COVID–19 is a mandated reportable communicable disease. Community health care providers will report positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.

SBCC Student Health Services staff will work with Santa Barbara County Public Health and Enrollment Services to determine which individuals may have been exposed on campus. SBCC will follow notification and guidance processes from the Santa Barbara County Public Health Department to notify potentially exposed individuals.

Employers and employees should Santa Barbara Public Health Department at Fax: (805) 681-4069, Email: phddc@sbcphd.org if a suspected exposure has occurred.

Contact Tracing

California county public health departments, not SBCC, provide contact tracing, guidance, and assistance with health care services for persons affected with communicable diseases within their counties. We will maintain the confidentiality of the child, youth, or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.