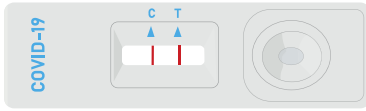


Employees must report leave needs to Supervisor and contact Human Resources within 24 hours of positive test results and/or COVID-19 symptoms.

### 1. Employee Tested Positive



All Employees Who Test Positive for COVID-19 **will be excluded from the workplace for 5 days after** the start of symptoms or after date of first positive test if no symptoms.

Positive employee may return to workplace after Day 5 if **symptoms are not present** or are mild and improving **AND you are fever free for 24 hours** (without the use of fever-reducing medication).



Employees who test positive for COVID-19 should wear a face covering around others for a total of 10 days, especially in indoor settings.



If symptoms, other than fever, are not improving, continue to isolate until symptoms are improving until after Day 10.

### 2. Employee with COVID-19 symptoms



Employees with one or more COVID-19 symptoms should wear a mask around others for a total of 10 days. Employee should **self-isolate and test as soon as possible**. Employees who test positive for COVID-19 must follow #1 - Employee Tested Positive requirements.

### 3. Employee Exposed to Someone with COVID-19



Employee exposed to someone with COVID-19 must test within 3 to 5 days after their last close contact. Employees may continue to work on campus and **must wear face coverings** around others for a total of 10 days after exposure, especially in indoor settings.

Asymptomatic and exposed employees that **test positive for COVID-19** must follow #1 - Employee Tested Positive requirements.

If you are not approved to work on campus, please contact Human Resources immediately. Email [HRCovidResponse@msjc.edu](mailto:HRCovidResponse@msjc.edu) or call Giselle Guerrero at 951-487-3135.

Employees will utilize their available sick leave balances when excluded from the workplace following Cal/OSHA Prevention Procedures and CDPH's Isolation and Quarantine Guidance.