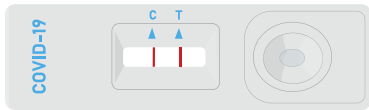


## COVID-19 Guidance 2024

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 with Symptoms



All Employees Who Test Positive (COVID-19 cases) with symptoms **will be excluded from the workplace for 24 hours** from the start of symptoms.



COVID-19 cases may return to work if **24 hours** have passed with **no fever, without the use of fever-reducing medication and symptoms are mild and improving.**

**Example 1** - Employee with symptoms tests positive on Sunday at 9:00 pm. Excluded from work on Monday. May return to work on Tuesday if no fever.

**Example 2** - Employee feels symptoms on Wednesday at 10:00 am and leaves work. Employee tests positive on Wednesday at 5:00 pm. Excluded from work on Thursday. Employee still symptomatic on Friday. Excluded from work on Thursday and Friday. May return to work on Monday if no fever.



Symptomatic **COVID-19 cases** returning to work **must wear a face covering** indoors for **10 days** from the start of symptoms.

### 2. Employee Tested Positive with No Symptoms

For COVID-19 cases with no symptoms, **isolation or exclusion is not required.**



COVID-19 cases without symptoms must wear a face covering indoors 10 days from the date of their first positive COVID-19 test.

If symptoms develop, please start at **#1 - Employee Tested Positive with Symptoms**

#### CDPH Recommends testing only for:

- All people with new COVID-19 symptoms.
- Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.

If you have questions contact Human Resources immediately. Email [HRCovidResponse@msjc.edu](mailto:HRCovidResponse@msjc.edu) or call Human Resources at (951) 487-3161.

**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.