

GLENDALE COMMUNITY COLLEGE DISTRICT COVID-19 TRIAGE PROTOCOL AUGUST 1, 2020

EMPLOYEE QUESTIONS & RESPONSIBILITIES

ARE YOU EXPERIENCING COVID-19 SYMPTOMS:

Such as: cough, fever/chills, muscle/body ache, shortness of breath/difficulty breathing, sore throat, new loss of taste/smell, fatigue, headache, congestion/runny nose, nausea/vomiting, diarrhea?

OR

Tested positive for COVID-19?

OR

HAVE YOU HAD CLOSE CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19?

Close contact is defined by the CDC as presence within 6 feet for more than 15 minutes, including members of household

OR

Contact with body fluids or secretion

YES

DO NOT REPORT TO WORK

IMMEDIATELY CONTACT:

- Your health care provider
- Your immediate supervisor

SUPERVISOR'S RESPONSIBILITIES

MUST CONFIRM:

Whether employee was at work in the last 14 days.

If the answer is yes, confirm whether the employee was:

- Wearing face coverings at all times (except during meal period),
- Practicing social distancing (6 feet or more), and
- Names of employees working in area if social distancing did not occur

MUST NOTIFY:

- **Toni Reyes**, Health Center Program Manager II, treyes@glendale.edu, Ext. 5215
- **Victoria Simmons**, Human Resources, VP, HR, vsimmons@glendale.edu, Ext. 5165
- **Heidi Jenkins**, Human Resources, HR Specialist, hjenkins@glendale.edu, Ext. 5164

CENTER FOR DISEASE CONTROL (CDC) GUIDANCE

- Employees who have not been in 'close contact' should self-monitor for COVID-19 symptoms (see above). If the employee develops COVID-19 symptoms, she/he should notify their supervisor immediately.
- Facilities staff follow the CDC Cleaning and Disinfecting Your Facility guidance. (See Cleaning & Disinfecting Your Building or Facility if Someone is Sick Section, 4/28/20)