Employee COVID Management Process Tree 23-24

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<th>EMPLOYEE HAS A POSITIVE COVID TEST OR REPORTS COVID SYMPTOMS</th>
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**Employee**

- Employee notifies their Supervisor/Manager.
- Supervisor/Manager instructs the employee to stay home and COVID test.
- Advise the employee to complete the online [Interactive Decision Chart for COVID](#) ASAP, which provides instructions for a safe return.
- If the **employee tests positive for COVID** – they must follow the instructions to submit the COVID Report Form Appendix C. If you are unsure the employee submitted the COVID report, please submit it on their behalf.

**Supervisor or Manager**

- The Appendix C generates a notice to the Supervisor.
- Supervisor completes the rest of the Appendix C to include the "Notification Section and Part B".
- The supervisor then emails the Appendix C to the VPA to send out employee exposure notifications. Some campuses have the Dean/Manager sending out the employee notification. Link: [Notification Templates for Employees](#)

**Instructor/Dean**

If the COVID positive employee exposed students, then the Dean, Faculty, or designee would send out the student notification to students and volunteers (via email or canvas). Link: [Notification Templates for Students](#)

For questions about the employee process contact the Risk Management team - Julia Coleman (ColemaJ2@losrios.edu) or Monica Cruz (monica.cruz@losrios.edu) or the COVID Response Team at COVID@losrios.edu.