

## COVID-19 Employee Quick Action Table

### Employee Experiencing Symptoms

- If the employee is on campus send them home immediately.
- If the employee reports this information prior to coming to campus, ask them to remain at home and seek guidance from a healthcare provider.
- Employees should not come to campus at anytime if they are experiencing flu-like or COVID-19 symptoms to protect the safety and wellbeing of the PCC community.
- Employee Action: Fill out the COVID-19 Reporting Form.
- College Action: Employee may be asked to not return to campus for 10 to 14 days following the onset of symptoms. Employee may work remotely if possible and follow return to work criteria.

### Employee Exposed to Positive Case

- Employee should not return to campus until 14 days after direct exposure.
- Employee should monitor symptoms and seek the advice of a healthcare provider.
- Employee Action: Report Employee exposure using COVID-19 Reporting Form.
- College Action: Employee will not be allowed to return to campus until 14 days after last contact. Employee may work remotely if possible. If the employee develops symptoms or tests positive, they will not be allowed to return to campus until at least 10 days after the onset of symptoms, with diminishing symptoms and no fever for 24 hours without the help of medicines or remedies.

### Employee Case (Positive or Presumptive)

- PCC will work with local health officials in determining steps to take.
- Determine the date employee began experiencing symptoms or received positive test result.
- Determine the date the employee was last on campus.
- Determine individuals the employee had contact with and the facilities the employee used.
- Employee Action: Report employee positive test using the COVID-19 Reporting Form.
- Employee will not be allowed to return to campus (remote work is possible) for at least 10 days after onset of symptoms with diminishing symptoms and no fever for 24 hours without the help of medicines or remedies. (Doctor may end isolation sooner if patient has two negative tests 24 hours apart. Documentation from doctor required for early return.)
- Determine infectious period (two days before symptoms appeared) and provide timely notice to those exposed (if any) asking them to quarantine for 14 days.

## Action Checklist for Positive COVID-19 Employee Cases

- Notify all relevant parties including President, Vice Presidents, Pueblo Department of Public Health and Environment (PDPHE), Supervisor and Facilities so they can begin taking necessary steps.  
*Primary: Human Resources Office/President*
- The VP of HR will report positive cases to CCCS. Vice President of Human Resources will update CCCS tracking sheet and send to System office with copy to President each Friday  
*Primary: Human Resources Office*
- Determine infectious period and possible exposures by contacting the COVID-19 positive employee and following contact tracing protocols as directed by local health officials.  
*Primary: Human Resources Office*
- Determine a minimum self-isolation timeline and determine a follow-up date to reassess when the employee can return to campus. Employees may work remotely if appropriate. Assess for leave options available to employee.  
*Primary: Human Resources Office*
- Send COVID-19 positive employee follow-up written notification or recap of initial conversation including dates.  
*Primary: Human Resources Office*
- The Vice President of Finance and Administration will determine cleaning timeline and deploy cleaning teams before “exposed areas” can become active and available for use.  
*Primary: VPFA and Facilities Department*
- The VPHR will notify employees of possible exposure and ask them to abide by a 14-day self-quarantine timeline (send written follow up after phone call).  
*Primary: VPHR*
- The Dean of Students Office will notify students of possible exposure and ask them to abide by a 14-day self-quarantine timeline (send written follow up after phone call).  
*Primary: Dean of Students Office*
- The Academic Dean will, with Program Directors and Department Chairs, determine adequate ways students can complete courses, rescheduling class sessions, moving to remote instructional instructional methods, and other actions to create avenues of student success.  
*Primary: Academic Deans*
- Send COVID-19 positive employee written permission to return to campus or written notification of new terms after reassessment follow up discussion.  
*Primary: Human Resources Office*
- Share reported positive cases with PCC Police Chief for Cleary reporting requirements.  
*Primary: Human Resources Office/Dean of Students Office*