



# COLORADO

COMMUNITY COLLEGE SYSTEM

## System Office COVID-19 Employee Quick Action Table

### Employee Experiencing Symptoms

- If the employee is on the Lowry campus, send them home immediately.
- If the employee reports this information prior to coming to Lowry Campus, ask them to remain at home and seek guidance from a healthcare provider.
- Employees should not come to campus at any time if they are experiencing flu-like or COVID-19 symptoms to protect the safety and wellbeing of the System Office and Lowry Campus community.
- Employee Action: Report symptoms by contacting the System Office COVID-19 deputies, Greg Busch and/or Laura DuClos.
- System Office Action: Employee may be asked to not return to campus for 10 days following the onset of symptoms. Employees may work remotely if possible.

### Employee Exposed to Positive Case

- Employee should not return to Lowry Campus until 14 days after direct exposure to a confirmed or presumptive positive case.
- Employee should monitor symptoms and seek the advice of a healthcare provider.
- Employee Action: Report symptoms by contacting the System Office COVID-19 deputies, Greg Busch and/or Laura DuClos.
- System Office 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)

- The System Office HR will work with local health officials in determining steps to take.
- Determine the date employee began experiencing symptoms or received a positive test result.
- Determine the date the employee was last on campus.
- Determine individuals the employee had contact with and the facilities they used.
- Employee Action: Report symptoms by contacting the System Office COVID-19 deputies, Greg Busch and/or Laura DuClos.
- System Office Action: Employee will not be allowed to return to campus (remote work may be 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.)
- System Office Action: Determine infectious period (two days before symptoms appeared) and provide timely notice to those exposed (if any) asking them to quarantine for 14 days.



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## **Action Checklist for Positive COVID-19 Employee Cases**

- Notify all relevant parties including Chancellor, Executive Staff, local public health agency(s), Supervisor and Facilities Director so they can begin taking necessary steps.  
Primary: System Office COVID-19 Deputies
- Update the CCCS COVID-19 Tracking Sheet.  
Primary: Emergency Management Director
- 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 Lowry 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
- Determine cleaning timeline and deploy cleaning teams before “exposed areas” can become active and available for use.  
Primary: Director of Facilities
- The Human Resources Office 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: Human Resources Office
- 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