# bcc covid quick steps for Employees

**REPORT**

Report COVID or COVID related symptoms in the [BCC App](https://www.barstow.edu/covid-19/download-bcc-app) or [using the BCC Webform](https://campuscloud.readyeducation.com/#/cb/web-form/2CQbdEF-07rSwv_NC1QTrg/start).

**NOTIFY**

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Notify your supervisor that you are ill. This is your opportunity to discuss with your supervisor work needs such as project or assignment coverage, remote work, classroom substitutes, etc.

**FOLLOW-UP**

Follow-up with Human Resources to determine next steps.

Kim Young is the primary COVID contact and can be reached at [kyoung@barstow.edu](mailto:kyoung@barstow.edu).

For more COVID related information and resources please go to:

[COVID-19 | Barstow Community College](https://www.barstow.edu/covid-19) or https://www.barstow.edu/covid-19.