

COVID-19 Employee Reference for Reporting & Assistance

COVID-19 is a medical condition that is HIPPA protected. You do not have to inform your supervisor the specifics of your condition, only that you are sick and working with HR.

Symptoms of COVID-19

- Fever 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

For additional information contact HR and visit the COVID webpage for Faculty and Staff at : [COVID-19 | Barstow Community College](#)

I am COVID Positive

- Contact HR
- Follow HR guidelines and provide appropriate information related to circumstances
- Notify supervisor you are sick and HR will follow-up with additional information specific to your circumstances.

Return to Work Info

- Remote work: Notify HR. Clearance is dependent on symptoms and guidelines of leave type taken.
- In-person work: Requires additional clearance. **MUST RECEIVE CLEARANCE NOTIFICATION FROM HR BEFORE COMING TO CAMPUS.**

I have COVID Symptoms

- Contact HR
- Follow HR guidelines and provide appropriate information related to circumstances
- Notify supervisor you are sick and HR will follow-up with additional information specific to your circumstances.

Return to Work Info

- Remote work: Notify HR. Clearance is dependent on symptoms and guidelines of leave type taken.
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I Had a COVID Related Exposure

Close contact with a person who has been diagnosed with COVID-19 can be a very concerning situation. You should:

- Contact HR BEFORE coming to campus for any in-person assignment.
- If working remotely, notify HR for guidance.

Most situations of this nature require some sort of quarantine. The circumstances and duration should be guided by HR and a medical professional.

Clearance to return to work must be received from HR before any in-person assignment.

If you had close contact with a person that was exposed to COVID-19, but not showing symptoms or diagnosed:

- Notify HR.
- Complete questionnaire for self-monitoring symptoms
- Follow all protocols for safety including:
 - Maintaining physical distancing of 6 ft.
 - Wear an appropriate face covering
 - Wash hands often with soap & water for 20 seconds. When washing is not practical use hand sanitizer with at least 60% alcohol.
 - Avoid touching eyes, nose & mouth
- **IF the situation around the exposure change NOTIFY HR Immediately.**

