



# BARSTOW COMMUNITY COLLEGE

Human Resources

## BCC COVID QUICK STEPS FOR EMPLOYEES

### REPORT

#### [BCC Self Reporting](#)

Report COVID related symptoms or positive COVID test to Human Resources [HR@barstow.edu](mailto:HR@barstow.edu), in the Human Resources Office.

### NOTIFY

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.

**Barbara Rose** is the primary COVID contact and can be reached at [HR@barstow.edu](mailto:HR@barstow.edu).