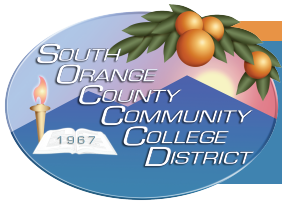


COVID-19 Quick Reference Chart

Version: Jan. 20, 2022



BEFORE COMING TO WORK



SELF CHECK Be sure to evaluate if you have COVID symptoms. If you feel sick, do NOT come to work. Inform your supervisor and use your sick time.

[Click on link to go to "Return to Work Guidelines"](#)

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CLOSE CONTACT The District will notify you if you were at a campus work site with someone who later tested positive for COVID. If you have a high-risk exposure, you can get tested at no charge during work hours. You must follow the District's "Return to Work Criteria" after close contact.

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TRAVEL If you have traveled out of state or internationally then you should follow CDC and/or CDPH guidelines before returning to work.

[CDC travel guidelines](#)

WHILE AT WORK ON CAMPUS



WEARING A MASK You must wear a mask when indoors (or by county health order), regardless of vaccination status. There are a few exceptions -- such as being alone in a car or in a "sealed" office.

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INDOOR EATING AND DRINKING It is not allowed to eat or drink indoors in shared spaces, such as cubicles, classrooms, etc., with a few exceptions:

- Employees may sip beverage in their work area but must replace their mask immediately.
- Faculty in classrooms may step away from students to drink a beverage.
- Eating / drinking is allowed if alone in a "sealed" office.
- Eating / drinking is allowed in break rooms if it has a HEPA filter machine and it's been five minutes since the last unmasked employee was in the room.

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TRACK YOUR WORK LOCATIONS The District uses Mytrase to help with contact tracing if someone tests positive for COVID. Employees should use the Mytrase app or fob to track movements on campus. Employees may also manually enter every campus location they spent at least 15 minutes at during the day.

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BEHAVIOR ON CAMPUS:

- When indoors, follow flow of traffic signs
- Avoid handshakes and hugs
- Keep your work area clean, wipe down with disinfectant
- Wash hands frequently
- Cover your sneeze or cough into your elbow
- Don't share other employee's desks, phones, etc.

[Pages 17-19](#)



IF YOU GET SICK If you get symptoms while at work, tell your supervisor and go home. If symptoms persist, contact your doctor. If you test positive, you should enter it on mytrase.com and notify Cindy Barron in District Human Resources.

cbarron@socccd.edu
949.582.4984

Note: Also contact Cindy for ADA Accommodations