

## Hebert, Brigitte

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**From:** Campus Announcements <Announce-C@LISTSERV.MTSAC.EDU> on behalf of Scroggins, Bill  
<00000109751512fc-dmarc-request@LISTSERV.MTSAC.EDU>  
**Sent:** Tuesday, October 26, 2021 1:43 PM  
**To:** Announce-C@LISTSERV.MTSAC.EDU  
**Subject:** [ANNOUNCE] Winter Intersession COVID-19 Requirements

Dear Mounties,

With our Fall Semester successfully underway, Mt. San Antonio College is now shifting focus to the Winter Intersession. Recently, our Board of Trustees upheld its resolution that students will be required to be vaccinated for COVID-19 to engage in on-campus activities, including lecture and lab classes.

**For campus employees, Winter Intersession Requirements remain the same as Fall Semester Requirements. Employees must either be vaccinated or test for COVID-19 every 7 days.** What this means for ON-CAMPUS students is outlined below.

### WINTER INTERSESSION GUIDELINES

#### *Vaccinations Required for On Campus Students*

ON-CAMPUS STUDENTS: This Winter Intersession, students engaging in on-campus activities (including in-person lecture and lab classes, sports and services) must be vaccinated against COVID-19.

FULLY ONLINE STUDENTS: Fully online students can access classes and services online. They are not required to be vaccinated against COVID-19. Services and activities *on campus* are limited to quick transactions that are less than 15 minutes, including: Bookstore, Laptop Distribution, Cashier's Office, Student Services, Food Pantry, and Lab Kit Pickups.

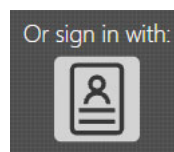
OFF-SITE STUDENTS: Students participating in off-site internships, studies and employment must adhere to the COVID-19 rules and regulations established by that location.

#### *Evidence Required by December 10 at 7:59 p.m.*

Students who have previously submitted proof of COVID-19 vaccination through their custom Cleared4 link *do not* need to submit evidence again. Students who wish to take in-person or hybrid classes this Winter Intersession must upload proof of vaccination by December 10 at 7:59 p.m. or they risk being dropped from their in-person or hybrid class this Winter. Those who cannot find their custom link can [request another link to their Cleared4 account](#).

#### *Medical and Religious Exemptions*

Unvaccinated students who wish to attend an in-person or hybrid class on campus and vaccinated because of a medical reason or sincerely held religious belief must submit [Request for Medical Exemption](#) or [Request for Religious Exemption](#) by December 10 at they risk being dropped from their in-person or hybrid class this Winter Intersession. these forms, click on the Account Icon (pictured), and then log in with your Mountie password. Those taking in-person or hybrid classes with authorized exemptions must participate in weekly COVID-19 testing. Free testing locations will be available across campus.



cannot be  
an online  
7:59 p.m. or  
To access  
username and

### *Campus Safety Regulations*

**STAY HOME IF SICK:** As a reminder, anyone with COVID-19 symptoms should stay home. COVID-19 symptoms include fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose, congestion, sneezing, nausea, diarrhea, and so on.

**FILL OUT A HEALTH CHECK:** To report symptoms or exposure to COVID-19, fill out a [Student Health Check Form](#). This form is critical to trigger a campus response from Contract Tracers, Public Safety, Custodial Services and more.

**FACE COVERINGS REQUIRED:** Face coverings are required inside buildings and on public transportation. Face covering accommodations are through Human Resources at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu).

### **FALL SEMESTER GUIDELINES**

As a reminder, if you are ON CAMPUS this Fall Semester, the Fall requirements remain in effect through the end of the semester. Students and employees must either show proof of vaccination OR take COVID-19 tests every 7 days. Face coverings continue to be required inside buildings and on public transportation.

We appreciate your cooperation in order to provide a safe environment for students and employees, as well as to keep classes and services open through the pandemic. Students with additional questions can contact us at [vaxortest@mtsac.edu](mailto:vaxortest@mtsac.edu) or (909) 274-5122.

Bill



### **Bill Scroggins**

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Building: Founders Hall

### **Mt. San Antonio College**

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**From:** Campus Announcements <Announce-C@LISTSERV.MTSAC.EDU> on behalf of Scroggins, Bill <00000109751512fc-dmarc-request@LISTSERV.MTSAC.EDU>  
**Sent:** Monday, January 3, 2022 11:00 AM  
**To:** Announce-C@LISTSERV.MTSAC.EDU  
**Subject:** [ANNOUNCE] A Message from the President - Return to Campus for Winter 2022

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mounties,

Welcome to 2022 and the Winter Intersession at Mt. San Antonio College. This New Year, we face many of the same challenges, but with a renewed hope that we can learn to live, study, work and thrive despite the pandemic.

Given the rise in COVID-19 cases in our county and across the nation, we are grateful the College spent much of the Fall implementing vaccination and testing procedures. These measures help us defend our community against COVID-19. While the number of cases are increasing, the data does not show any appreciable increase in serious illness due to Omicron.

Mt. SAC will reopen as scheduled on Monday, January 3, 2022. Our classes and services play a critical role in our community, particularly in serving minoritized populations. We provide the necessary education and training (both online and in-person) for students to become first responders, essential workers, breadwinners and future leaders, particularly important in this period of economic recovery. We provide the support for students to succeed in their education, overcome physical and mental health challenges, address food insecurity, and so much more. While it is tempting to retreat in the face of the continuing COVID-19 challenge, it is imperative that we allow science data and health officials to guide our response. We can and should continue to move onward, together. We will continue to follow state and county orders while monitoring the impact on our campus closely.

As we are getting to know the Omicron variant, we are learning new ways to safeguard against it. I urge you to read these safety guidelines carefully and follow the procedures. We all share a responsibility to remain vigilant and do our part to minimize the impact of the virus. We appreciate your cooperation in order to provide a safe environment for students and employees, as well as to keep classes and services open through the pandemic. Students with additional questions can contact us at [vaxortest@mtsac.edu](mailto:vaxortest@mtsac.edu) or (909) 274-5122.

I realize that we all feel the stress and frustration with the pandemic now entering its third year. I would urge all of us to reflect on our own needs and challenges as we continue to meet the mission of the College. An important part of that reflection is addressing anxiety and tension that may reach critical points in our lives. To assist with your needs for help that we all recognize, the College now has available mental health services for both students and employees. Students should reach out to Student Health Services at 909.274.4400 for support. Employees should reach out to the Employee Counseling Center at 909.274.6211 or [employee counseling center@mtsac.edu](mailto:employee counseling center@mtsac.edu) for support.

## Winter 2022 COVID-19 Safety Guidelines

*The latest information about COVID-19 guidelines is available through the Mt. SAC COVID-19 Public Health website at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19).*

**GET VACCINATED AND BOOSTED**

COVID-19 vaccines are safe, effective, and free. They are highly effective at preventing severe illness, hospitalization, and death. Public Health officials recommend that those 16 and older get vaccinated and boosted for COVID-19. Consult your personal health care provider for concerns about underlying health conditions and the vaccine. Booster doses should be taken at least 6 months after the second dose of a Pfizer or Moderna vaccine or at least 2 months after a Johnson & Johnson dose. Individuals can choose which vaccine to receive as a booster dose. Learn more about these qualifications through the [Los Angeles County Public Health vaccine website](https://myturn.ca.gov). Appointments for a vaccination or booster dose can be made at <https://myturn.ca.gov> as well as through major pharmacy chains.

Vaccinations are required for ON CAMPUS STUDENTS to take in-person and hybrid classes. Fully online students are exempt from this requirement. However, ON CAMPUS services are limited to quick transactions that are less than 15 minutes, including: Bookstore, Laptop Distribution, Cashier's Office, Student Services, Food Pantry, and Lab Kit Pickups for unvaccinated students.

Employees and students who have been vaccinated and/or have received their booster shot should submit their updated vaccination information to Cleared4 if they have not already done so. If you have not already claimed your account, you can [request another Cleared4 account claim link](#).

## FACE COVERINGS GUIDELINES

Face coverings are *required* inside buildings and on public transportation. Classes held outside may also require them. When outside, masks are recommended in spaces where physical distancing is not feasible. Per LA County Department of [Public Health Officer Order](#), all employees shall wear a surgical mask or higher level respirator, such as a KN-95 or N-95 mask, at all times while indoors at a worksite. Free surgical masks are available across campus. Students can also pick up a surgical mask from their professors, who have access to the safety kits in each classroom. These safety kits have been provided to offices and classrooms across campus. Employees can replenish their safety kits through Division Offices. N-95 face masks can be requested from Risk Management.

Face covering accommodations are through Human Resources at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu).


## COVID-19 TESTING

Students who have an approved medical or religious exemption through Human Resources are REQUIRED to take a COVID-19 test every 7 days. Employees who are unvaccinated are REQUIRED to take a COVID-19 test every 7 days. Those who fall behind with weekly testing will be out of compliance with College requirements governing both students and employees.

Other students and employees may also use the free on-campus testing as a precaution, regardless of vaccination status.

**WINTER TESTING TIMES/LOCATIONS:** Two convenient testing locations are available this Winter Intersession with evening and weekend hours. PCR nasal swab and PCR saliva testing are available, both producing quick turnaround for results.

- **Building 4 Administration (near flag poles)**
  - Monday-Thursday, 7 a.m. to 7 p.m.
  - Friday, 8 a.m. to 2 p.m.
- **Building 67A (east campus, late evening hours, Park and Test)**
  - Monday-Thursday, 7 a.m. to 10 p.m.
  - Friday, 8 a.m. to 8 p.m.
  - Saturday, 8 a.m. to 2 p.m.

 Building: Founders Hall

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## REPORTING SYMPTOMS AND EXPOSURE

**If you're sick, stay home.**

If you experience any COVID-19 symptoms, get tested! COVID-19 symptoms include fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose, congestion, sneezing, nausea, diarrhea, and so on. Employees who are experiencing symptoms and require testing are eligible for COVID leave, including reimbursement of related costs.

If you have had close contact (within 6 feet for more than 15 minutes over a 24 hour period) with someone with a confirmed case of COVID-19, get tested.

If you test positive, fill out a [Student Health Check Form](#) or [Employee Health Check Form](#) or by email at [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu) or by phone at 909.274.6900. This begins the contact tracing process for positive cases. Employees who test positive are eligible for 80 hours of COVID leave.

Per the new LA County Public Health Officer Order of 12-31-21:

**ISOLATION FOR COVID-19 POSITIVE INDIVIDUALS:** All persons who test positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms, must self-isolate for at least 5 days. Persons may only end their self-isolation after day 5 if a) they are asymptomatic or are fever free and their symptoms are improving and b) they take a diagnostic specimen collected on Day 5 or later and test negative.

**QUARANTINE FOR INDIVIDUALS EXPOSED TO COVID-19:** All unvaccinated persons or fully vaccinated persons who are eligible for a booster have not yet received their booster dose who are close contacts of a COVID-19 positive case must quarantine for at least 5 days after their last contact with a person who has COVID-19. Persons may only end their quarantine period after day 5 if a) they are asymptomatic or are fever free and their symptoms are improving and b) they take a diagnostic specimen collected on Day 5 or later and test negative.

Vaccinated individuals who have received their booster, or are not eligible for a booster, and are exposed to COVID-19 do not have to stay home but should test on day 5.

## LIMITED VISITOR ACCESS

On the day they come to campus, visitors must complete a [Visitor Health Screening](#) *before* their arrival. On-campus services are limited to quick transactions that are less than 15 minutes, unless the visitor shows proof of vaccination or proof of a negative COVID-19 test.

## MORE INFORMATION

We appreciate your cooperation in order to provide a safe environment for students and employees, as well as to keep classes and services open through the pandemic. For more information, visit the COVID-19 Public Health site at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19). Employees with additional questions should contact their managers. Students with additional questions can contact [vaxortest@mtsac.edu](mailto:vaxortest@mtsac.edu) or 909.274.5122.

Bill



**Bill Scroggins**

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<00000109751512fc-dmarc-request@LISTSERV.MTSAC.EDU>  
**Sent:** Thursday, February 17, 2022 3:58 PM  
**To:** Announce-C@LISTSERV.MTSAC.EDU  
**Subject:** [ANNOUNCE] A Message from the President - Welcome to the Spring 2022 Semester

Dear Mounties,

Welcome to Spring 2022 at Mt. San Antonio College. Spring is a season of renewal, hope and growth. It's the promise that things get better after adversity. It's the sunlight and new life bursting after darker days. As cases of the omicron variant have significantly dropped across the country, Spring Semester will indeed have brighter days ahead for our community. That's not to say challenges will cease to exist. But we are confident that we will continue to overcome them together. I hope you join me in beginning this new term with hope and excitement for the wonderful things to come, like welcoming new students and celebrating commencement.

At Mt. SAC, we follow the safety guidelines and requirements from Los Angeles County Department of Public Health, as well as the California Department of Public Health and Cal/OSHA, which oversees the state's workplace safety and health issues. While we celebrate the decline of COVID-19 cases in our communities, we continue to share a responsibility to remain vigilant and do our part to minimize the impact of the virus. This is why we have worked across campus to develop policies and procedures related to vaccinations, testing, compliance monitoring, and the provision of mental wellness assistance. We appreciate your cooperation in order to provide a safe environment so we can keep classes and services open through the pandemic.

Please carefully review the COVID-19 safety guidelines below. These measures help us defend our community against COVID-19. By working together, our College community is poised to thrive despite the pandemic.

## 2022 COVID-19 Safety Guidelines

*The latest information about COVID-19 guidelines is available through the Mt. SAC COVID-19 Public Health website at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19).*

### GET VACCINATED AND BOOSTED

COVID-19 vaccines are safe, effective and free. They reduce a person's chances of getting sick with COVID-19 and are highly effective at preventing severe illness, hospitalization, and death. Public Health officials recommend that anyone 16 and older get COVID-19 vaccine booster doses. These booster doses can be taken 5 months after the second dose of a Pfizer or Moderna vaccine or 2 months after a Johnson & Johnson dose. Individuals can choose which vaccine to receive as a booster dose. Learn more about these qualifications through the [Los Angeles County Public Health vaccine website](https://www.lapublichealth.org/vaccine). Appointments for a vaccination or booster dose can be made at <https://myturn.ca.gov> as well as through major pharmacy chains.

Vaccinations are required for ON CAMPUS STUDENTS to take in-person and hybrid classes and/or to participate in regular, ongoing use of the library, computer labs, and support services. Fully online students are exempt from this requirement. However, ON CAMPUS services are limited to quick transactions that are less than 15 minutes, including: Bookstore, Laptop Distribution, Cashier's Office, Student Services, Food Pantry, and Lab Kit Pickups.

## FACE COVERINGS GUIDELINES

Face coverings are *required* inside buildings and on public transportation. Classes held outside may also require them. When outside, masks are recommended in spaces where physical distancing is not feasible. While the state is relaxing mask mandates at this time, we are also obligated to follow Los Angeles County guidelines.

Instead of a cloth mask, wear a higher grade mask, such as a surgical mask, which filters out more virus particles. Free surgical masks are available in dispensers across campus. Students can also pick up a surgical mask from their professors, who have access to the safety kits in each classroom. These safety kits have been provided to offices and classrooms across campus. Employees can replenish their safety kits through Division Offices.

Face covering accommodations are through Human Resources at [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu).

## FREE COVID-19 TESTING

Free, on-campus PCR COVID-19 testing is available for employees and students. Two options are provided: a nasal swab conducted by a healthcare professional or saliva test that is self-administered. For the saliva test, no food or beverage (including water) can be consumed one hour in advance of testing.

Students with medical and religious exemptions and employees who are unvaccinated are **REQUIRED** to take a COVID-19 test every 7 days. Those who fall behind will be contacted by the college, which may initiate an investigation and/or disciplinary process.

## ***SPRING TESTING TIMES/LOCATIONS***

[Three convenient testing locations](#) providing PCR tests are available this Spring with evening and weekend hours.

- **Building 4 Administration (near flag poles)**
  - Monday-Thursday, 7 a.m. to 7 p.m.
  - Friday, 8 a.m. to 2 p.m.
- **Building 6 Library (near fountain)**
  - Monday-Thursday, 7 a.m. to 7 p.m.
  - Friday, 8 a.m. to 2 p.m.
- **Building 67A (east campus, late evening hours, Park and Test)**
  - Monday-Thursday, 7 a.m. to 10 p.m.
  - Friday, 8 a.m. to 8 p.m.
  - Saturday, 8 a.m. to 2 p.m.

## ***USE CLEARED4 LINK TO UPLOAD RECORDS AND TRACK TESTING***

The mobile friendly **Cleared4** link will help you upload your vaccination records, schedule a COVID-19 test and keep track of your weekly testing schedule as well as view their results. Everyone has received multiple emails from Cleared4 (email address: [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com)) on behalf of the college to open their custom Cleared4 link. Those who cannot find their custom link should check their email junk mail folder or [request another Cleared4 account claim link](#).

## REPORTING SYMPTOMS AND EXPOSURE

**EXPERIENCING SYMPTOMS:** If you experience any COVID-19 symptoms, get tested! COVID-19 symptoms include fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose,



congestion, sneezing, nausea, diarrhea, and so on. Employees who are experiencing symptoms and require testing are eligible for COVID-19 leave, including reimbursement of related costs.

**CLOSE CONTACT:** If you have had close contact (within 6 feet for more than 15 minutes over a 24 hour period) with someone with a confirmed case of COVID-19, get tested.

**TESTED POSITIVE:** If you test positive, fill out an online [Student Health Check Form](#) or [Employee Health Check Form](#) or by email at [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu) or by phone at (909) 274-6900. This begins the contact tracing process for positive cases and triggers responses from Custodial Services and Public Safety. Employees who test positive are eligible for 80 hours of COVID-19 leave.

**CONTACT TRACERS:** Work with our Contact Tracing Department to learn more about how to respond to symptoms and COVID-19 exposures, as well as identify people who are close contacts and would need to take additional precautions. Phone: (909) 274-6900, Email: [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu).

## ISOLATION AND QUARANTINE

**ISOLATION AND QUARANTINE:** Work with our Contact Tracing Department if you have questions or concerns about your isolation and quarantine requirements. Mt. SAC follows guidelines from LA County Public Health as well as Cal OSHA. **Isolation** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others. In Los Angeles County, if you have COVID-19, you must: (1) isolate yourself, (2) wear a mask indoors and outdoors and (3) tell your close contacts they have been exposed and need to follow instructions for close contacts. Learn more about [Isolation guidelines Los Angeles County public health](#). **Quarantine** is used to keep someone who has been exposed to a person with COVID-19 away from others. They are sometimes called close contacts. Quarantine helps prevent the spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms. Read more on [Quarantine guidelines from Los Angeles County public health](#). It's important for employees to follow Contact Tracing's instructions as they must also follow Cal OSHA workplace requirements.

**ANTIGEN TESTING FOR THOSE COVID-19 POSITIVE:** Qualifying students and employees can now get a free antigen test on campus by scheduling an appointment via email to [hraccommodations@mtsac.edu](mailto:hraccommodations@mtsac.edu). The tests will be conducted in the white tent outside of Building 4, near the ATM and convenient 30 minute parking.

## LIMITED VISITOR ACCESS

On the day they come to campus, visitors must complete a [Visitor Health Screening](#) *before* their arrival. On-campus services are limited to quick transactions that are less than 15 minutes, unless the visitor shows proof of vaccination or proof of a negative COVID-19 test.

## MORE INFORMATION

We appreciate your cooperation in order to provide a safe environment for students and employees, as well as to keep classes and services open through the pandemic. For more information, visit the COVID-19 Public Health site at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19). Employees with additional questions should contact their managers. Students with additional questions can contact us at [vaxortest@mtsac.edu](mailto:vaxortest@mtsac.edu) or (909) 274-5122.



### Bill Scroggins

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<00000109751512fc-dmarc-request@LISTSERV.MTSAC.EDU>  
**Sent:** Sunday, August 21, 2022 10:49 PM  
**To:** Announce-C@LISTSERV.MTSAC.EDU  
**Subject:** [ANNOUNCE] Path to Recovery: Fall 2022 COVID-19 Safety Guidelines



## Fall 2022 COVID-19 Safety Guidelines

*Everyone at Mt. SAC continues to play an important role in reducing transmission of COVID-19 by following public health measures. Learn more about the college's COVID-19 safety guidelines below. The latest information about COVID-19 guidelines is available through the Mt. SAC COVID-19 Public Health website at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19).*

### VACCINATIONS RECOMMENDED

COVID-19 vaccines are safe, effective and free. They are strongly recommended, but not required on campus. Vaccines reduce a person's chances of getting sick with COVID-19 and are highly effective at preventing severe illness, hospitalization, and death. Public Health officials recommend that anyone 6 months and older get vaccinated against COVID-19. You can learn more about which vaccine to get and when to get each dose on the [Los Angeles County Public Health COVID-19 Vaccines and Vaccine Schedules website](https://myturn.ca.gov). Appointments for a vaccination or booster dose can be made at <https://myturn.ca.gov> as well as through major pharmacy chains.

**WEDNESDAY VACCINATION CLINICS:** Mt. SAC hosts free COVID-19 vaccination clinics on Wednesdays from 10 a.m. to 7 p.m. in Kerr's Corner, near the Library (Building 6) entrance and Mountie Café (Building 8). Boosters and pediatric doses are available. Children 17 and under must have an appointment, a parent/guardian present, and evidence of age. Appointments can be made through the Fulgent website at [vaccine.fulgentgenetics.com](http://vaccine.fulgentgenetics.com).

### FACE COVERINGS GUIDELINES

Following public health guidelines, face coverings are recommended indoors, but not generally required on campus. Some campus locations require face coverings regardless of vaccination status, such as the Health Center and some programs. Free surgical masks are available in dispensers across campus. Students can also pick up a surgical mask from their professors, who have access to the safety kits in each classroom. These safety kits have been provided to

offices and classrooms across campus. Employees can replenish their safety kits through Division Offices or the Risk Management Office.

## FREE COVID-19 TESTING

Free, on-campus COVID-19 testing is available for students and employees. Both PCR and Antigen tests are available. They both detect the virus in different ways. PCR tests are more accurate because they can detect small amounts of the virus. They require a lab's analysis and results are usually returned to campus after about 24 hours. The Antigen tests provide results in about 15 minutes, but they are not as accurate as PCR tests. Antigen tests are especially useful for people who are COVID-19 positive and need to determine if they are no longer contagious.

## FALL TESTING TIMES/LOCATIONS

Beginning August 22, COVID-19 testing times and locations will be as follows.

- **Building 6 Library**
  - Room identified when making an appointment
  - Monday-Thursday, 7 a.m. to 3 p.m.
- **Building 26**
  - Room identified when making an appointment
  - Monday-Friday, 7 a.m. to 8 p.m.

## USE CLEARED4 LINK TO TRACK TESTING

Use your Cleared4 account to make an appointment and track results. Those who cannot find their custom link can [request another link to their Cleared4 account](#).

## REPORTING SYMPTOMS AND EXPOSURE

**EXPERIENCING SYMPTOMS:** If you experience any COVID-19 symptoms, get tested! COVID-19 symptoms include fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose, congestion, sneezing, nausea, diarrhea, and so on.

**CLOSE CONTACT:** If you have had close contact (shared the same indoor air space for 15 minutes or more over a 24 hour period) with someone with a confirmed case of COVID-19, get tested, wear a mask, and fill out an online [Student Health Check Form](#) or [Employee Health Check Form](#) or by email at [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu) or by phone at (909) 274-6900 to obtain further instructions.

**TESTED POSITIVE:** If you test positive, fill out an online [Student Health Check Form](#) or [Employee Health Check Form](#) or by email at [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu) or by phone at (909) 274-6900. This begins the contact tracing process for positive cases and triggers responses from Custodial Services and Public Safety. Employees who test positive are eligible for 80 hours of COVID-19 leave.

**CONTACT TRACERS:** Work with our Contact Tracing Department to learn more about how to respond to symptoms and COVID-19 exposures, as well as identify people who are close contacts and would need to take additional precautions. Phone: (909) 2746900, Email: [contacttracing@mtsac.edu](mailto:contacttracing@mtsac.edu).

## ISOLATION AND QUARANTINE

**ISOLATION AND QUARANTINE:** Work with our Contact Tracing Department if you have questions or concerns about your isolation and quarantine requirements. Mt. SAC follows guidelines from LA County Public Health as well as Cal OSHA. **Isolation** keeps someone who is

sick or tested positive for COVID-19 without symptoms away from others. In Los Angeles County, if you have COVID-19, you must: (1) isolate yourself, (2) wear a mask indoors and outdoors) and (3) tell your close contacts they have been exposed and need to follow instructions for close contacts. Learn more about [Isolation guidelines Los Angeles County public health](#). **Quarantine** is used to keep someone who has been exposed to a person with COVID-19 away from others. They are sometimes called close contacts. Quarantine helps prevent the spread of disease before a person knows they are sick or if they are infected with the virus without feeling symptoms. Read more on [Quarantine guidelines from Los Angeles County public health](#). It's important for employees to follow Contact Tracing's instructions as they must also follow Cal OSHA workplace requirements.

## MORE INFORMATION

We appreciate your cooperation in order to provide a safe environment for students and employees, as well as to keep classes and services open. For more information, visit the COVID-19 Public Health site at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19). Employees with additional questions should contact their managers. Students with additional questions can contact us at [vaxortest@mtsac.edu](mailto:vaxortest@mtsac.edu) or (909) 274-5122.

*The Mt. SAC Path to Recovery email provides the college a summary of large-scale efforts from the college to navigate the COVID-19 crisis, including its related economic impact. For more information, visit the COVID-19 Public Health website at [www.mtsac.edu/covid19](http://www.mtsac.edu/covid19).*