EMPLOYEE Positive for COVID or does not pass symptom check

Human Resources

- First Point of Contact
- Notifies Admin Services
- Notifies Marketing
- Collects Information for Contact Tracing
- Communicates with Student Health Center point of contact
- Notifies appropriate manager of employee contacts
- Works with employees and managers as appropriate

Admin Services (VP Admin Services, Risk Manager, Police Chief)

- Notifies facilities for cleaning
- Provides Updates to Cabinet



Executive Director Facilities Planning and Management

- Ensures facilities are cleaned
- Notifies Admin Services and manager of affected area of progress and completion

Director of Marketing and Communication

- Campus Communications
- Community Communications

STUDENT Positive for COVID or does not Pass Symptom
Check

Student Health Center

- Point of contact between Public Health and College for contact tracing
- Provides technical guidance to HR on Contact Tracing information collection
- Primary contact when student is positive
- Notifies and provides updates to Admin Services and Marketing for COVID positive student cases



LA County Public Health