

If you have symptoms of COVID-19:

Such as:

Such as: cough, fever/chills, muscle/body ache, shortness of breath/difficulty breathing, sore throat, new loss of taste/smell, fatigue, headache, congestion/runny nose, nausea/vomiting, diarrhea.



- Test
- Stay Home

If you test positive for COVID-19:

Report the positive test to your supervisor with the following information:

Date of test:

Test type:

Onset of symptoms:

Last day on campus:

Names of the employees working in close contact over the previous 14 days:



If you have Symptoms:

- Stay home
- To return to work:
 - You must be fever free for 24 hours without the use of fever reducing medication AND other symptoms are not present or improving
- If you return prior to Day 10, you must wear a mask indoors through Day 10.

If you are Asymptomatic (regardless of test result):

- You may return to work but must wear a mask indoors through Day 10

***Note – Day 1 is day after you test positive or symptoms begin**

If you have been in close contact with someone who has tested positive for COVID-19:

You are a “close contact” if you shared the same indoor airspace with someone with COVID-19 for a total of 15 minutes or more over a 24-hour period while they were infectious.

- Wear a well-fitting mask around others for 10 days after their last close contact, especially in indoor settings and near those at higher risk for severe COVID-19 disease.
- Test within 3–5 days after last exposure. (Unless you have recently recovered from COVID-19)

- Monitor your health for 10 days.
 - If symptoms develop, test, and stay home.
 - » If you test positive, follow guidelines for testing positive.
 - » If you test negative, you may return to work and wear a mask around others indoors for 10 days following the close contact.
 - › If symptoms persist, consider self-isolation and retest in 1-2 days

***Note - Day 1 is first full day after last exposure**

Supervisor's Responsibilities

- Confirm information provided by employees and email:
 - » **CovidReporting@glendale.edu**
 - » Heidi Jenkins, HR Specialist **hjenkins@glendale.edu**
 - » Val Dantzler, HR Director **valiciad@glendale.edu**
 - » Zoila Navales, Health Center **znavales@glendale.edu**
- **Ensure employees are following masking guidelines in all situations noted**