

**Response Protocols for Employees Who Test Positive for COVID-19, Who Have Been Exposed to COVID-19, or Who Have COVID-19 Symptoms**

EVENT	NOTIFICATIONS	RESPONSE
Employee tests positive for COVID-19	<p><b>REPORT POSITIVE CASES TO THE COLLEGE IMMEDIATELY</b></p> <p><b>Call or Text 908-514-8261</b>  <b>Email <a href="mailto:covid@ucc.edu">covid@ucc.edu</a></b></p> <p><b>If employee notifies their Supervisor or other Employee, then that individual must notify Public Safety IMMEDIATELY at 908-709-7152.</b></p>	<p>If Employee no longer has symptoms, he/she can return to campus after:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the date of their first positive COVID-19 diagnostic test.</li> </ul> <p>Employees are required to obtain a doctor’s note clearing them to return to work.</p>
Employee has close contact with an individual who tested positive for COVID-19	<p><b>REPORT CLOSE CONTACT CASES TO THE COLLEGE IMMEDIATELY</b></p> <p><b>Call or Text 908-514-8261</b>  <b>Email <a href="mailto:covid@ucc.edu">covid@ucc.edu</a></b></p> <p><b>If employee notifies their Supervisor or other Employee, then that individual must notify Public Safety IMMEDIATELY at 908-709-7152.</b></p>	<p>Close contact is defined as within six (6) feet for a cumulative total of 15 minutes or more over a 24-hour period.</p> <p>Employees who have come into close contact with an individual who has tested positive for COVID-19 need to stay home for 14 days after their last exposure to that person.</p> <p>However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does <b>NOT</b> need to stay home.</p> <ul style="list-style-type: none"> <li>• Has COVID-19 illness within the previous 3 months <b>and</b></li> <li>• Has recovered <b>and</b></li> <li>• Remains without COVID-19 symptoms (for example, cough, shortness of breath)</li> </ul>
Employee exhibits COVID-19 symptoms	<p><b>REPORT SYMPTOMS TO THE COLLEGE IMMEDIATELY</b></p> <p><b>Call or Text 908-514-8261</b>  <b>Email <a href="mailto:covid@ucc.edu">covid@ucc.edu</a></b></p> <p><b>If employee notifies their Supervisor or other Employee, then that individual must notify Public Safety IMMEDIATELY at 908-709-7152.</b></p>	<p>Employee needs to stay home, or the supervisor needs to send the employee home. Employee can return to work after:</p> <ul style="list-style-type: none"> <li>• 10 days since symptoms first appeared <b>AND</b></li> <li>• 24 hours with no fever without the use of fever-reducing medicines <b>AND</b></li> <li>• Other symptoms of COVID-19 are improving.</li> </ul> <p>Because some of the symptoms of flu (and other illnesses) and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone. Follow protocols when symptoms occur that are outside of your usual illness patterns.</p>