

GLENDALE COMMUNITY COLLEGE DISTRICT COVID-19 TRIAGE PROTOCOL

JULY 15, 2021

EMPLOYEE QUESTIONS & RESPONSIBILITIES

ARE YOU EXPERIENCING COVID-19 SYMPTOMS:

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?

OR

Tested positive for COVID-19?

YES

DO NOT REPORT TO WORK

IMMEDIATELY CONTACT:

- Your health care provider
- Your immediate supervisor

SUPERVISOR'S RESPONSIBILITIES

MUST CONFIRM:

Whether employee was at work in the last 14 days.

If the answer is yes, confirm whether the employee was:

- Wearing face coverings at all times (except during meal period), and
- Names of employees working in the area within 14 days of employee's COVID symptoms

MUST NOTIFY:

- Toni Reyes, Health Center Program Manager II, treyes@glendale.edu, Ext. 5215
- Victoria Simmons, Human Resources, VP, HR vsimmons@glendale.edu, Ext. 5165
- Heidi Jenkins, Human Resources, HR Specialist, hjenkins@glendale.edu, Ext. 5164