UP PROCESS FOR EMPLOYEE COVID-19 POSITIVE CASE

Manager & Leaves are notified of employee’s C-19+ test result.

UP informs positive employee to submit C-19 Positive Reporting Form.

Contact Tracer interviews positive employee to determine close contacts, locations of exposures.

Contact Tracer calls close contacts* and sends close contact emails.

UP/Contact Tracer confirms vaccination status and last day on campus.

FULLY VACCINATED

NOT Experiencing Symptoms
• No quarantine required
• Testing is recommended between 3 to 5 days after exposure
• No testing recommended if previously tested positive within 3 months (90 days)
• If symptoms develop follow the below steps for vaccinated and experiencing symptoms

UNVACCINATED

NOT Experiencing Symptoms
• 10 day quarantine required
• Testing is recommended between 3 to 5 days after exposure
• No testing recommended if previously tested positive for COVID-19 within 3 months (90 days)
• Required to quarantine even if test result is negative
• If test is positive, isolation replaces quarantine to complete the 10 days

Experiencing Symptoms
• 10 day quarantine required
• Test immediately
  • Even if previously contracted COVID-19
  • If the rapid test is negative a PCR test should be requested
• Continue to quarantine for 10 days while waiting for PCR test results and symptoms to resolve
• If test is positive, isolation replaces quarantine to complete the 10 days from the symptoms onset

*Close contact = 6 feet or less distance for a cumulative 15+ minutes

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UP PROCESS FOR EMPLOYEE & STUDENT CLOSE CONTACT TO POSITIVE CASE

**UP/Contact Tracer is notified of employee’s close contact* to C-19+ person.**

**UP/Contact Tracer confirms vaccination status and last day on campus.**

**Encourage employee to get tested (may test on or off campus).**

**Manager/UP determine if employee can work in-person or remotely while isolating (based on below).**

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### FULLY VACCINATED

**NOT Experiencing Symptoms**

Employee can return to work in-person. Fully vaccinated employees do NOT need to quarantine after contact with a C-19+ person unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don’t have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

**Experiencing Symptoms**

- Employee must remain home from work.
- Employee must quarantine when they have been in close contact with a C-19+ person until a negative test result is returned. Testing is voluntary.
- Quarantine = 10 days (following positive test date).
- UP to provide employee with applicable Leave Rights = ECRL, SB95, Sick Leave, Vacation Leave, CTO, etc.

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### UNVACCINATED

**NOT Experiencing Symptoms**

- Employee must remain home from work.
- Employee must quarantine when they have been infected with the virus, even if they don’t have symptoms.
- Quarantine = 10 days (following positive test date).
- UP to provide employee with applicable Leave Rights = ECRL, SB95, Sick Leave, Vacation Leave, CTO, etc.

**Experiencing Symptoms**

- Employee must remain home from work.
- Employee must quarantine when they have been in close contact with a C-19+ person. Testing is voluntary.
- Quarantine = 10 days (following positive test date).
- UP to provide employee with applicable Leave Rights = ECRL, SB95, Sick Leave, Vacation Leave, CTO, etc.

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*Close contact = 6 feet or less distance for a cumulative 15+ minutes*

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Employee COVID Related Leave Process

Directions for managers when employee has COVID-19 symptoms

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**ON CAMPUS**
Full-time or hybrid schedule

**Employee is ill (experiencing symptoms of COVID-19)**

Direct the employee to leave campus immediately and recommend they get tested.

Manager to notify leaves@csumb.edu to determine whether essential functions can be performed remotely (partial or full work schedule). If employee feels well enough and is willing, provide remote work.

UP to notify employee of their leave rights if unable to work remotely.

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**OFF CAMPUS**
Full time remote work (0 hours on campus)

**If employee is willing an able to continue to work remotely, provide remote work.**

**If partial or full leave is required, UP will initiate sick leave use until test results are available to determine applicable leave provisions.**

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**ECRL Form**
ECRL Form for Teamsters
SB95 Leave Request

For COVID-19 leave provisions support:
https://csumb.edu/up/covid-19-information/
or contact leaves@csumb.edu

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