

## COVID-19 Positive Test Communications Protocol

An employee or student has tested positive for COVID-19. What should we do?

1. The first step is to talk to the person to verify that they have positive test results from a medical professional. Health Center Directors are the preferred employee to make this contact for all campuses. A Human Resources manager will make the confirmation for District Services.
2. Once confirmed, ask the ill person who they've come in close proximity to (three to six feet) over the last 14 days: students, employees, etc. As appropriate, contact the people on the list to let them know they might have been exposed and should self-quarantine. NOTE: Do not identify by name the employee or student who was infected or you could risk a violation of confidentiality laws.
3. Contact Kai Stearns Moore and Tami Oh via email of the confirmed case. Kai will notify Chancellor and Board of Trustees; Tami will notify OC Operational Area EOC.
4. Campus Crisis Teams, in conjunction with Campus Communication Directors, should discuss whether or not a campus-wide notification needs to be sent about the positive case. Any messaging around positive cases should maintain confidentiality of the infected person—be careful to use general pronouns and broad categories of campus engagement (e.g. student, adjunct faculty, etc.). NOTE: As more confirmed cases are reported, campuses may decide not to send broad notifications about each case, especially as on campus closures lengthen. Instead, they might tally cases together via one source point (e.g. webpage).
5. Chancellor Marshall will contact appropriate union presidents about confirmed case.
6. Every Friday during the State of Emergency, NOCCCD will send a media/community release tallying any positive cases of COVID-19 logged that week. Running tabs of all positive case counts will also be housed at [NOCCCD.edu/coronavirus](https://www.nocccd.edu/coronavirus).
7. Chancellor Marshall will update employees District-wide as appropriate.