



HUMAN RESOURCES SPECIAL EDITION EMPLOYEE NEWSLETTER • FALL 2022



Welcome to the 2022 fall semester. Here's to a wonderful academic year!

In preparation for your on-campus classes and activities, please know that the college has, consistent with requirements and recommendations from the County of Los Angeles Department of Public Health, modified the previous COVID-19 safety protocols. Please note that these protocols apply to students as well.

FALL SEMESTER PROTOCOLS

- COVID-19 testing available on a voluntary basis
- Daily pre-screening using the Citrus Mobile app
- Building/classroom check-in using the QR code scanner on the Citrus Mobile app
- Face masks not required but recommended while indoors

- Thorough hand washing
- COVID-19 positive and close contact protocols
- Vaccination strongly recommended (not required)
- Supplemental COVID-19 sick leave

(Protocols are subject to modification based on requirements from the County of Los Angeles Department of Public Health)

TESTING

Voluntary Testing Available on Campus

Free COVID-19 testing will be available to employees but no longer required. Employees wishing to be tested or receive a test kit may do so by visiting the Student Health Center, located on the first floor of the Student Services Building.

COVID-19 antigen tests will be available at the Student Health Center for any employee who has been in close contact with an individual who has COVID-19.

If you test positive for COVID-19, please inform our college nurse, Dr. Shauna Bigby, at shc@citruscollege.edu. Please see the instructions for COVID-19 positive individuals below.

DAILY PRE-SCREENING

Employees working on campus are required to download the free Citrus Mobile app and complete the daily pre-screening questions (available through Apple or Google app stores). Prior to arriving at campus, please make sure you answer all of the questions.

If you receive a red pass, please do not come to campus and let your dean, manager or supervisor know that you have received a red pass. If you make a mistake answering any of the questions and get a red pass in error, please send an email to shc@citruscollege.edu to have the pass cleared.



Please note that faculty are no longer required to check a student's pre-screening pass. Red passes will be responded to by staff. Also, the questions have been modified and no longer ask about COVID-19 testing.

Please continue to scan the posted QR code for the classroom or building upon entrance. Please scan the QR code for each classroom or building you enter. This is critical in the event that we have to conduct contact tracing in response to a COVID-19 case.

MASK REQUIREMENT

Employees are strongly advised to wear a mask indoors when around other people. Please know that currently, as directed by Los Angeles County Department of Public Health, employees and students are not required to wear a mask while in any college classroom or building.

When wearing a mask, please note that fabric/cloth masks do not provide sufficient protection; a medical grade (surgical cloth/paper masks), N-95 and KN-95 mask should be worn. The college will provide you with a mask upon request. Please note that proper use of a mask requires that the mask cover your face and nose at all times while inside a classroom or building.



If you need a mask, please contact your division dean, manager or supervisor. The district has masks available for employees.

HAND WASHING

Hand washing with soap and water, or using hand sanitizer, continues to be an effective way to prevent the spread of COVID-19 and is simply a good hygiene practice. When leaving a classroom or other building, please help keep our rooms as clean as possible by making sure you do not leave a used mask behind.



PROTOCOLS FOR EMPLOYEES WHO ARE COVID-19 POSITIVE

The following is intended to implement the protocol established by the County of Los Angeles Department of Public Health concerning isolation requirements for persons who are COVID-19 positive. The isolation requirements for individuals who are COVID-19 positive, as described below, apply to employees regardless of vaccination status or previous COVID-19 infection.

Employees who test positive or have been otherwise diagnosed as being infected with COVID-19 (COVID-19 case), must isolate and remain off campus for a period of at least five (5) days from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier. You may end your isolation and return to classes or other campus activities after five (5) days provided:

1. you receive a negative COVID-19 test (antigen) on day five (5) of the isolation **and**
2. you have been fever free (less than 100.4 degrees Fahrenheit) for at least twenty-four (24) hours and symptoms, if present, are improving

In the event you test positive on day five (5) or still have a fever or symptoms are not improving, you must remain in isolation for a total of ten (10) days from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier.

Individuals who test positive for COVID-19, regardless of the isolation period that is applicable, are required to wear an appropriate face covering (mask) while indoors in any college building for a period of ten (10) days from the date symptoms began or from the date of a positive COVID-19 test, whichever is earlier.

PROTOCOLS FOR EMPLOYEES WHO ARE IN CLOSE CONTACT WITH A COVID-19 CASE

The following is intended to implement the protocol established by the County of Los Angeles Department of Public Health concerning the steps to be followed by individuals who have been in close contact with a person who is positive for COVID-19. The requirements for individuals who have been in close contact with an individual who is COVID-19 positive, as described below, apply to employees regardless of vaccination status or previous COVID-19 infection.

Close contacts do not need to stay away from work or on-campus classes/activities. Any employee who has received notice that they have been a close contact with a COVID-19 case must:

1. take a COVID-19 test, available at the Student Health Center, three to five (3-5) days from the date of exposure
2. wear an appropriate face covering (mask) for a period of ten (10) days from the date of exposure
3. monitor for any COVID-19-related symptoms

If you develop symptoms, do not enter a college building until you receive a negative COVID-19 test. If you test positive for COVID-19, you must follow the “Protocols for Employees who are COVID-19 Positive” steps above.

VACCINATION INFORMATION

COVID-19 vaccinations and booster shots are strongly recommended, but not required.

You do not need to upload vaccination information to Citrus Mobile app.

For up-to-date information on the available COVID-19 vaccines and where to go to get vaccinated/boosted, please [visit the County of Los Angeles Public Health COVID-19 website](#).

SUPPLEMENTAL COVID-19 SICK LEAVE

The current supplemental COVID-19 sick leave (for a total of 80 hours) will continue to be available through September 30, 2022.