

Dear Faculty, Staff and Students,

While the majority of faculty, staff and students are still working and studying remotely, there are some who need access to our campuses and facilities. This is an update to RCCD's safety guidelines that should be followed by anyone going on campus or accessing RCCD's facilities with links to additional COVID-19 resources.

**Guidelines for In-Person Courses/Working onsite:** To maintain the health and safety of the community, it is essential that everyone follow the protocols outlined below:

Before arriving on campus all faculty, staff and students are required to complete the online [Symptoms Checker](#) or the [RAVE Guardian App](#) health assessment tool.

- Students are required to show the Rave Guardian or online Symptom checker screen on their phone upon entry into classroom/lab, etc.
- Staff, faculty and administrators need to pass the Symptoms Checker prior to arriving to a District location. Confirmation is required by showing the screen on the Rave Guardian App or by notifying your supervisor or dean (text, call, email).

Note: Faculty, staff members or students failing the health assessment should notify their supervisors/dean/instructor and refrain from accessing District/college facilities.

While on campus a facemask must be worn, make sure to wash and disinfect hands frequently, remain behind protective barriers when possible, and maintain social distance of six feet or more. Please, continue to follow health procedures for a safe work environment.

If you begin to feel ill, please leave campus immediately. If a COVID-19 exposure is confirmed or symptoms present themselves, please follow these reporting procedures:

### [COVID Reporting Procedures for Employees](#)

#### **1. REPORT**

Employees must report any positive diagnosis of COVID-19, exposure, or symptoms\* to Human Resources and Risk Management ( [diana.torres@rccd.edu](mailto:diana.torres@rccd.edu) and [monica.esqueda@rccd.edu](mailto:monica.esqueda@rccd.edu) ) OR by emailing [covidreporting@rccd.edu](mailto:covidreporting@rccd.edu).

Please provide the following:

- Name
- Contact Number
- Department
- Supervisor
- College and Building
- Last date Onsite
- How and when the Exposure Occurred
- Symptoms

\*symptoms can be reported via the [RCCD Online symptom checker](#) or the [RAVE Guardian App](#) assessment tool.

## **2. NOTIFICATION PROCESS:**

- Risk Management/HRER will notify the employee's supervisor of the employee's active and clearance status. Note: Risk Management/HRER will not disclose medical/diagnosis information; and
- Based on the situation and employee's position, employee may continue working remotely during medical assessment/self-quarantine; and
- If a faculty member is exposed and unable to teach, the instructor will need to work with their area dean and/or college administration to facilitate the continuation of class(es); and
- Risk Management will notify County of Riverside Public Health of the employee's positive case status as well as any identified close contacts, if applicable; and
- Risk Management/HRER will notify the college's Facilities director in order to request a deep cleaning of the exposure area, if the employee was onsite; and
- In case of a verified exposure, Risk Management/HRER will notify individuals who are considered close contacts and provide instructions for quarantine and how to be tested.

## **3. CLEARANCE/RETURN TO WORK**

In cases of non-industrial (non-work related personal injury and/or illness) HRER will provide return-to-work clearance for non-industrial cases. Clearance is contingent upon one or more of the following:

1. Employee provides a doctor's note
2. Employee provides a negative test result
3. Employee completes the CDC recommended quarantine

HRER will notify the employee's supervisor of their clearance.

In cases of industrial cases (work-related injury and/or illness) Risk Management will provide return-to-work clearance for industrial cases. Clearance is contingent upon one or more of the following:

1. Employee providing a doctor's note
2. Employee providing a negative test result
3. Employee completing the CDC recommended quarantine

Risk Management will notify their employee's supervisor of clearance.

**Leave Provisions for Employees**

An individual who is and has been employed with RCCD for 30 days, is eligible for the Families First Coronavirus Response Act (FFCRA) emergency sick leave. FFCRA provides for 2 weeks (80 hours or proration thereof if part-time) of sick leave, not deducted from your own accrued bank, for self-quarantine/COVID diagnosis. If you are an employee, please contact your Human Resources Liaison for specific FFCRA information.

<p><b>RCCD Contact information for Employees:</b>          Employees must report any positive diagnosis of COVID-19, exposure, or symptoms to Human Resources <a href="mailto:diana.torres@rccd.edu">diana.torres@rccd.edu</a> and Risk Management <a href="mailto:monica.esqueda@rccd.edu">monica.esqueda@rccd.edu</a>          OR  <a href="mailto:covidreporting@rccd.edu">covidreporting@rccd.edu</a></p>	<p><b>RCCD Contact information for Students:</b>          Students must report any positive diagnosis of COVID-19, exposure, or symptoms to their college Student Health office.          Norco Campus- <a href="mailto:Cathleen.Chou@norcollege.edu">Cathleen.Chou@norcollege.edu</a>,          Moreno Valley/Ben Clark Campus- <a href="mailto:Chris.Bass@mvc.edu">Chris.Bass@mvc.edu</a>          Riverside City Campus- <a href="mailto:Renee.Martin-Thornton@rcc.edu">Renee.Martin-Thornton@rcc.edu</a>          -</p>	<p><b>Free Testing resources:</b>  <a href="#">COVID Testing   Riverside University Health System (ruhealth.org)</a>  <a href="#">Get tested for COVID-19 today   Curative Finding a Testing Site (arcgis.com)</a></p>	<p><b>More information regarding COVID-19:</b>  <a href="#">RCCD COVID Reporting Procedures for students</a>          Reporting a health hazard - <a href="#">eforms (rccd.edu) coronavirus (rivcoph.org) COVID19.CA.GO V Cal/OSHA COVID-19 Resources RCCD Covid 19 Safe Return (rccd.edu) 12-3-2020 Regional State at home orders</a></p>
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**Per the CDC [the symptoms of Coronavirus](#) are:**

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Diana Torres  
 Director, Human Resources and Employee Relations  
[diana.torres@rccd.edu](mailto:diana.torres@rccd.edu)

Monica Esqueda, CSRM, ARM-P  
 Manager, District Safety and Emergency Preparedness  
[monica.esqueda@rccd.edu](mailto:monica.esqueda@rccd.edu)

The Riverside Community College District (RCCD) - Moreno Valley College, Norco College, and Riverside City College, has suspended in person activities effective March 16, following the [Riverside County Public Health](#) officials [order](#) to reduce the spread of the coronavirus disease (COVID-19). For more information and updates, please visit RCCD's designated website at [www.rccd.edu/covid19](http://www.rccd.edu/covid19).

The health and safety of students, faculty and staff is our top priority. Thank you for your patience as we navigate through the next steps.

