

**Section:** Required Self-reporting of Suspected and Confirmed COVID-19 Exposure

**Adoption Date:** 04/02/2020

**Revision Date:** 04/17/2020

**Sponsoring Unit/Department:** Human Resources

## Human Resource Policy and Guidance on required self-reporting of suspected (symptoms, diagnosis, or other concerns) and confirmed COVID-19 exposure for both Students and Employees.

**NOTE:** All students and employees must notify the College as soon as possible if they develop [symptoms](#) of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19. Please follow the self-reporting process stated below.

### STUDENTS:

1. Notify the College as soon as possible by:
  - A. **Phone:** (520) 206-2683, press 1
  - B. **Email:** [students-covid19@pima.edu](mailto:students-covid19@pima.edu)
2. **Do not come to campus**
3. If you are feeling ill with COVID-19 symptoms, or believe you have been exposed to someone ill with COVID-19, contact your primary care physician for guidance.
4. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any campus or other College property.

### GUESTS / CONTRACTORS:

1. Please notify the College as soon as possible by:
  - A. **Phone:** (520) 206-2683, press 3
  - B. **Email:** [pcc-covid19@pima.edu](mailto:pcc-covid19@pima.edu)
2. **Do not come to any PCC campus or property**
3. If you are feeling ill with COVID-19 symptoms, or believe you have been exposed to someone ill with COVID-19, contact your primary care physician for guidance.
4. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any Pima Community College campus or property.

### EMPLOYEES:

1. Notify the College as soon as possible by:
  - A. **Phone** (520) 206-2683, press 2
  - B. **Email:** [esc@pima.edu](mailto:esc@pima.edu)

2. **Do not come to work**
3. Employees **must** contact the ESC to report the following:
  - A. You are subject to a quarantine or isolation order due to confirmed COVID-19 exposure/illness;
  - B. You have been advised by a healthcare provider to self-quarantine for reasons related to COVID-19 (even if you are not experiencing symptoms of or ill with COVID-19);
  - C. You are experiencing COVID-19 symptoms **and** seeking a medical diagnosis;
  - D. You are caring for an individual subject to an order or recommendation described in A or B above;
  - E. You are caring for a child whose school or place of care is closed, or whose child-care provider is unavailable, for reasons related to COVID-19.
4. If you are feeling ill with COVID-19 symptoms, or believe you have had contact with someone ill with COVID-19, contact your primary care physician for guidance.
5. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any College campus or other College property.
6. *For more information and additional reporting, as well as for information about sick leave and other leave options, please see "Employees and COVID-19 Reporting" below.*

Please also note that for the health and safety of our students, employees, and community, the College has taken the following measures to limit everyone's risk of exposure to COVID-19 and the coronavirus:

- Temporarily closing all on-site College facilities to students, the public, and non-essential employees;
- Postponing or canceling all community and public activities with in-person interactions;
- Having employees, whenever possible, work remotely;
- Suspending all out-of-state, non-essential travel;
- Regularly communicating the College's expectation that everyone will follow the CDC and NIH guidelines on limiting face-to-face interactions and consistently practicing preventative hygiene;
- Reminding and encouraging students and employees to do their part to limit the spread of COVID-19 and the coronavirus, through social distancing and preventative hygiene.

When the College resumes its regular on-site operations, please note that no students or employees should ever come to or remain on any Pima Community College property if they are experiencing symptoms of COVID-19. It is everyone's personal responsibility to protect our College community, and the College reserves the right to take all reasonable measures to prevent any individuals who are or appear to be experiencing COVID-19 symptoms from entering onto or remaining on College property.

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

## Employees and COVID-19 Reporting

**The Employee Service Center (ESC) will be the intake point for employees affected by COVID-19.**

The College will extend the rights of the [Families First Coronavirus Response Act \(FFCRA\)](#) to employees. Under this law, the Employee Service Center will uphold HIPAA, Privacy and Confidentiality laws and regulations.

As with all FMLA and other leave requests, supporting documentation will be required for use of Emergency Paid Sick Leave or Extended Family Medical Leave Act related to the current COVID-19 legislation. Since healthcare providers may be unavailable or difficult to contact due to the COVID-19 emergency, employees are required to provide to the ESC a signed statement setting forth the reason for the absence relative to COVID-19.

The College's [return-to-work](#) process provides supervisors with direction on how to reintegrate employees back into the workplace following medical leaves of absence. The process also addresses situations when returned employees exhibit signs of being unable to fully perform the duties and responsibilities of their positions.

The College offers very generous annual and sick leave as well as additional leave related specifically to the COVID-19 pandemic, and federally legislated new COVID-19 benefits. These leaves must be used when applicable. No one should ever be on-site if they are sick. Employees who are or appear to be experiencing symptoms associated with COVID-19 will be sent home immediately.

### EMPLOYEE BENEFITS:

**Blue Cross Blue Shield Telehealth:** Pima Community College's medical plan includes virtual doctor visits with BlueCare Anywhere. Board Certified doctors, counselors, and psychiatrists are available 24/7. To sign up for Telehealth visit: [BlueCareAnywhereAz.com](https://www.bluecareanywhere.com). *(For employees and their dependents who are enrolled in PCC's medical plans.)*

### [Families First Coronavirus Response Act](#)

**COVID-19 Special Leave Policy:** This policy applies only to the 2019 Coronavirus pandemic (COVID-19) and employees who have exhausted their annual and sick leave balances.

Pima Community College is committed to ensuring a safe and healthy environment for our employees. In response to the recent pandemic, any employees who are exhibiting symptoms of the virus and/or are under quarantine (self and/or directed) and exhaust their annual and sick leave, may take additional paid-leave for up to 10 scheduled workdays.

Any absences of 5 or more scheduled workdays will require documentation from a medical professional excusing the absences and providing a release to return-to-work to be submitted to the Employee Service Center. Employees who are absent in excess of 10 scheduled workdays may qualify for additional unpaid, job-protected leave under the Family and Medical Leave Act (FMLA) for up to 12 weeks.

Employees who have questions or need to utilize this Special Leave Policy should contact the Employee Service Center at [ESC@pima.edu](mailto:ESC@pima.edu) or (520) 206-4945. The payroll code we will use for timesheets will be Administrative Leave Paid.