



NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

TO CHAPMAN UNIVERSITY EMPLOYEE:

Chapman University has been notified that an individual infected with COVID-19, or who was under a COVID-19 order to isolate, was present in the identified building.

You are receiving this notification because you may have been exposed while in this location(s). While quarantine is not required, you should monitor yourself for symptoms of infection for 10 days after this potential exposure.

COVID-19 symptoms include but are not limited to cough, shortness of breath or difficulty breathing, fever or chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. If you become feverish or develop any of the above symptoms, you should stay home and contact your health care provider. Please notify the Chapman University Contact tracing team if you become ill, as we are monitoring illnesses from this potential exposure.

Meaning of Exposure. Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 *exposure* is defined as being within six feet of a COVID-19 case for a cumulative 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period". This definition applies regardless of the use of face coverings.

High Risk Exposure Period means:

- (a) For persons who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without use of fever reducing meds, and symptoms have improved; or
- (b) For persons who test positive who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Testing. Due to this potential exposure, you are not required to complete additional testing unless you become symptomatic. If required by your vaccination status, you should still continue with weekly surveillance testing per the CU Safely Back protocols. Should you desire to have testing completed related to this potential exposure, or if you become symptomatic, the test is available at no charge to you during working hours. To ensure the test provides valid results the test should be administered 3 to 5 days after the last potential exposure. If you have previously tested positive for COVID-19, the CDC recommends that you do not complete additional testing for 90 days from your initial positive test unless you become symptomatic. See the [CUSafely Back website](#) for information on testing locations and times at the Orange and Rinker Campus.

Exclusion from Workplace & Return to Work Requirements: When you are permitted to return to work, you are required to comply with Chapman University return to campus policies and adhere to [Campus COVID-19 Guidelines](#). These guidelines include, but are not limited to, wearing face coverings, physical distancing, hand washing, and avoiding social gatherings.

You can find the latest Cal/OSHA guidelines for employees [here](#).

If you have tested positive for COVID-19 or have been identified by the contact tracing team as a confirmed exposure (see *Meaning of Exposure*), you must meet the following criteria prior to returning to work in addition to obtaining clearance from Chapman University Contact Tracing Staff:

(a) For individuals who have tested positive for COVID-19 or are subject to a COVID-19-related order to isolate issued by a local or state health official:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication.
- COVID-19 symptoms have improved or resolved; and
- At least 5 days have passed since COVID-19 symptoms first appeared (or the date of the positive test if symptoms are not present) and a negative antigen test completed on or after day 5*
 - *If you continue to test positive, a full 10 day isolation should be completed
 - If the worker cannot test or declines to test, they can return to the workplace after day 10 if they do not have symptoms.
- If returning to work after a 5-day test out, you must continue to wear a face covering around others at work for a total of 10 days after the positive test.

(b) For individuals that are a confirmed exposure:

- If ***asymptomatic***, regardless of vaccination status:
 - Exposed employees must test within 3 – 5 days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop.
 - Must wear face coverings around others for a total of 10 days after exposure, regardless of negative test.
- If ***symptomatic***, regardless of vaccination status:
 - The exposed employee must be excluded from work and test as soon as possible. Exclusion must continue until test results are obtained.
 - If the employee is unable to test or choosing not to test, exclusion must continue for 10 days.
 - If the employee tests negative, they may return to work but the employee must wear a face covering around others for 10 days following the close contact.
 - CDPH recommends continuing exclusion and retesting in 1 – 2 days if testing negative with an antigen test, particularly if tested during the first 1 – 2 days of symptoms.

- For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

Available Benefits and Resources. You may be entitled to the following COVID-19 benefits under applicable law and Chapman University policy:

- Continued pay and benefits. If you are excluded from work and you are otherwise able and available to work, you are entitled to continue to receive full pay and benefits during your leave. The right to continued compensation and benefits does not apply if the COVID-19 exposure is not work related, or to any period of time during which you are unable to work for reasons *other than* protecting persons at the workplace from possible COVID-19 transmission. If you are eligible for and have a sick leave balance, you may be required to use accrued sick leave during the required leave period.
- Workers' Compensation Benefits. If you believe you contracted a COVID-19-related illness as a result of your employment, you may be entitled to workers' compensation benefits. If it is determined the COVID-19-related illness arose out of and in the course of employment, you may be entitled to compensation including hospital, surgical, and medical treatment, disability indemnity, and death benefits. For more information about employee leave or benefits, or to file a Workers' Compensation Claims, contact Tim Frenchcampbell, Wellness & Leave Administration Specialist by phone at (714) 997-6979 or by email at frenchca@chapman.edu

Antidiscrimination and Antiretaliation Protections. Discrimination and retaliation against employees for engaging in protected conduct, including required quarantines or medical leaves of absence required and/or permitted by law, is prohibited. (See Labor Code section 6409.6 – “an employer shall not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate.”) For more information, visit https://www.chapman.edu/faculty-staff/human-resources/_files/eodo/dhrp-policy.pdf. For more information, please contact Albert Roberson, Equal Opportunity and Diversity Officer by phone at (714) 997-6847 or by email at aroberson@chapman.edu.

University Disinfection and Safety Plan. We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the full disinfection pursuant to guidelines from the Centers for Disease Control. The [Chapman University COVID-19 Prevention Program](#) provides details on mitigation and response to this exposure.

If you have questions about this notice, please do not hesitate to contact Chapman University's COVID-19 Internal Contact Tracing team at contacttracingteam@chapman.edu