



DATE: November 16, 2023

TO: SRJC Employees attending the below campus and workplace locations at the following dates, and times:

Santa Rosa Campus	Dates and Times
Garcia Hall 101	11/07/23 from 3:00pm-5:00pm
Emeritus Hall 1523, 1699	11/9/23 from 10:00am-1:00pm, 11/8/23 from 9:00am-10:30am
Forsyth Hall	11/14/23 from 12:00pm-1:30pm

SUBJECT: Employee Notification of Potential Workplace Exposure to COVID-19

Dear Colleagues,

SRJC has been made aware that 3 individuals who were attending class or working at the above workplace locations during the above specified dates and times, have tested positive for COVID-19. **Employees who have been exposed to someone with COVID-19 should test within 3-5 days of their last exposure, wear a well-fitting mask around others for a full 10 days after exposure, and monitor themselves for symptoms. If an employee develops symptoms after being exposed to someone with COVID-19 they should stay home and test for COVID-19.** All individuals who have been exposed to a COVID-positive individual who are experiencing symptoms are advised to seek medical attention, regardless of vaccination status. See [current CDPH Guidance on Isolation and Quarantine here.](#)

If an employee is determined to have had an exposure incident at work, a US Food and Drug Administration (FDA) approved test shall be provided at no cost to the employee during their working hours. Employees can call Student Health Services (SHS) at 707-524-1539 and request a rapid antigen test appointment. For more information regarding testing, review the current [California Department of Public Health \(CDPH\) testing guidance.](#)

Please remember that anyone who has tested positive for COVID-19 or is feeling ill should not come onto campus and should self-isolate. [Employees are asked to report potential COVID positive exposure incidents](#), including self-exposure to their supervising administrator. Employees receiving reports of an exposure incident from students should report these to their supervising administrator. Student Health Services (SHS) is available to support students and employees reporting a potential COVID positive exposure, and may be contacted by phone at 707-524-1539 or by email at [covidnurse@santarosa.edu](mailto:covidnurse@santarosa.edu).

The college’s approved on-campus activities and in-person instruction follow the strictest protocols to help ensure the health and safety of all SRJC employees and students. All spaces are sanitized regularly, and the spaces accessed by the individual have been thoroughly [disinfected](#) in accordance with COVID-19 protocols, which are available for review in the [SRJC Plan for a Safe Return to Campus](#).

SRJC supports vaccination as an effective method for preventing both transmission and serious illness or death from COVID-19. If you are not vaccinated, please consider being vaccinated against COVID-19. Please schedule your vaccination through your personal medical provide or other county vaccine provider. Visit the [Sonoma County Health Vaccine Clinics Calendar](#) for a schedule of available vaccine clinics in Sonoma County.

For information regarding District provided [employee leave rights and benefits during COVID](#) see the [Employee Health and Safety COVID-19 Prevention Program webpage](#).

If you have additional questions or concerns, please contact Rebecca Norwick, Director of Student Health Services, at [rnorwick@santarosa.edu](mailto:rnorwick@santarosa.edu) or 707-524-1598.

Thank you for your attention to this matter.