



## COVID Response Team (CRT)

		<b>CRT: Steering Committee</b> Chancellor's Cabinet Judy Miner, Bernadine Chuck Fong, Lloyd Holmes, Susan Cheu, Raymond Quan, Joe Moreau, Danny Acosta Others as Needed					
			Operations Decision: Closed/Continue/Modify				
			Communications to District (Chancellor)				
			Program/Department/Course Decision: Open/Closed/Modified				
			Response Protocols and Planning				
			Health Status Reporting: Exposure Summary (not to include confidential information): Central Repository and Recordkeeping. Running tally of actions taken to date. Include separate standard update for each incident that is posted on the Chancellor's page. TBD as this evolves.				
			<b>County Reporting Coordination Team District</b> Danny Acosta, and Raymond Quan/ Elizabeth Folck (EEs) or CS VC/Director	<b>County Reporting Coordination Team Foothill</b> Danny Acosta, and Raymond Quan /Elizabeth Folck (EEs) or Campus VP	<b>County Reporting Coordination Team De Anza</b> Danny Acosta, and Raymond Quan/ Elizabeth Folck (EEs) or Campus VP		



			(Volunteers and Start Only for Guest or Contractor)	(Volunteers and Start Only for Guest or Contractor)  Students: Alan McClintick, Teresa Ong, Laurie Scolari, Leticia Maldonado, Rebecca Ryan	(Volunteers and Start Only for Guest or Contractor)  Students: Campus Health Manager, Rosafel Adriano Nogra			
<b>Follow up and Coordination; Ensures Completion (Participants as Needed)</b>			<b>CRT: Coordination Team DISTRICT</b> Associate Vice Chancellor of HR Becky Bartindale Chin Shih Sharon Luciw Joel Cadiz Todd Nelson Danny Acosta Raquel Puentes-Griffith Elizabeth Folck	<b>CRT: Coordination Team FOOTHILL</b> Laurie Scolari Bret Watson Teresa Ong Alan McClintick Leticia Maldonado Rebecca Ryan  <b>Follow up with campus</b>	<b>CRT: Coordination Team DE ANZA</b> Christina Espinosa- Pieb Rob Mieso Pam Grey Rosafel Adriano Nogra <b>Follow up with campus</b>			



START POINT Exposure Notification: COVID+ or Symptoms	EMPLOYEE			STUDENT		CONTRACTOR/GUEST/VOLUNTEERS		
	District	Foothill	De Anza	Foothill	De Anza	District	Foothill	De Anza
Notice to Steering Team and Review of Exposure Report. If remote worker, ask them to report via the Health Status Reporting App. Alt: admin will initiate report if individual is unable.	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Exposure Report: Name, Status (+/Symptoms), Date of Report, Date of Exposure, ... APP PROVIDES: Health Status reporting by the individual, auto notifies supervisor, Coor Team Mbr initiate contract trace, if any, then create contact trace incident, log contact info,	Elizabeth Folck (Alt Associate Vice Chancellor)	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Notification to Individual re Isolation/Medical Follow-up/Leave Options	Elizabeth Folck (Alt Associate Vice Chancellor)	Elizabeth Folck (Alt Associate Vice Chancellor)	Elizabeth Folck (Alt Associate Vice Chancellor)	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>



Contact Tracing and Recordkeeping. Provided by the App.	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Notification to Affected Contacts: Isolation, Medical Follow Up, Leave Options  Employee Info CONFIDENTIAL	Elizabeth Folck (Alt Associate Vice Chancellor of HR)	Elizabeth Folck (Alt Associate Vice Chancellor of HR)	Elizabeth Folck (Alt Associate Vice Chancellor of HR)					
Notification to Affected Contacts: Isolation, Medical Follow-up, Course Options  Students, Contractor/Guest Info CONFIDENTIAL				<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Negotiation/Discussion with Unions (as needed): Incidents, Leave Provisions, etc.	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR					
Report to SCCPH Dept. PER COUNTY GUIDELINES via Shared Portal for Outbreak Tracking (SPOT) (Follow-Up with Susan)	<b>Coordination Team DISTRICT</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>



Cleaning Response: Contractor or FHDA Staff, Scheduling (Will be Case Specific. Close space for 24 hours if warranted.) Coordinate between campus and CS as needed.	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team – FOOTHILL and DISTRICT</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Communications to Campus/CS (if any)	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Costs Covered By Backfill with CARES/other dollars as available.	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>	<b>Coordination Team DISTRICT</b>	<b>Coordination Team FOOTHILL</b>	<b>Coordination Team DE ANZA</b>
Training – Coordination Team SEE TRAINING CHART and APP	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR					
Training – Admin, Supervisors, Faculty Notification procedures, monitoring health status, SEE TRAINING CHART	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR					
Training – All Employees REQUIRED BY OSHA, SCCPH, CDC SEE TRAINING CHART	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR	Vice Chancellor Associate Vice Chancellor of HR					
Training – Students				<b>Coordination Team</b>	<b>Coordination Team</b>			



CAMPUSES TO DEVELOP				FOOTHILL	DE ANZA			
Training – Contractor/Guest (Volunteers are welcome attend the Employee training)						Coordination Team DISTRICT	Coordination Team FOOTHILL	Coordination Team DE ANZA