



HUMAN RESOURCES

FAQs Regarding COVID-19 Exposures and Leave Information **Pursuant to California Labor Code 6409.6 (3)**

1. What do I do if I suspect that I have been exposed to COVID-19? Who should I notify at the Los Angeles Community College District of my possible exposure and/or COVID-19 confirmation.

Contact your supervisor immediately. Specifically, notify your direct supervisor and/or administration at the College location where you work. Make a list and be prepared to provide the following information:

- a. Where you believe you may have been exposed (this may be impossible to know given the nature of COVID-19).
- b. Every facility or location you have visited since you began to experience symptoms.
- c. Specific groups or individuals who may have been in close proximity to you, including meetings and other college activities.

If you think you were exposed while on campus, after notifying your direct supervisor, immediately contact Company Nurse at 855-602-5264 and report the incident.

- Company Nurse is the first point of contact for all employee injuries.
- Company Nurse will provide the initial intake and assessment.
- Company Nurse will provide appropriate information and direction, including referral to a medical facility, if necessary. You will be contacted within 1-3 business days by an AdminSure claims adjuster who are the District's claim administrators.

2. What leave options are available to me if I need to take time off work?

Covered employees are employees who cannot work or telework because of any of the reasons listed immediately below in Question 3. Under the California 2021 COVID-19 Supplemental Paid Sick Leave law (CA Labor Code Section 248.2), covered employees are entitled to 80 hours of paid illness leave for COVID-19 related reasons as noted below.

3. What are the circumstances that allow a covered employee to take 2021 COVID-19

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The covered employee must be unable to work or telework because of at least one (1) of the following reasons:

- **Caring for Yourself:** A covered employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- **Caring for a Family Member:** The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.

[2021 COVID-19 Supplemental Paid Sick Leave FAQs \(ca.gov\)](#)

4. What time period does 2021 COVID-19 Supplemental Paid Sick Leave Cover?

January 1, 2021 through September 30, 2021. Which means covered employees who took **qualifying leave between January 1, 2021 and March 28, 2021 may have the time applied retroactively.**

5. What must I do to be considered for COVID-19 Supplemental Paid Sick Leave?

Employees must request leave orally or in writing. In order to process the leave, please complete a COVID-19 Supplemental Paid Sick Leave Form. [Click here](#), and scroll down to the section that states, “COVID-19 Related Leaves of Absence Packet for Faculty and Staff”.

6. How do I file a Worker’s Compensation Claim?

Please refer to FAQ#1 with Company Nurse instructions.

7. What leave options are available in my collective bargaining agreement?

- Los Angeles College Faculty Guild 1521, refer to Article 25. [Click here](#) for a copy of the AFT Faculty Guild Contract.
- SEIU, Local 721, refer to Article 8. [Click here](#) for a copy of the AFT Faculty Guild Contract.
- SEIU, Local 99, Refer to Article 9. [Click here](#) for a copy of the AFT Faculty Guild Contract.
- AFT College Staff Guild 1521A, Refer to Article 19. [Click here](#) for a copy of the AFT Faculty Guild Contract.
- Trades Council, Refer to Article 13. [Click here](#) for a copy of the AFT Faculty Guild Contract.
- Teamsters 911, Refer to Article 13. [Click here](#) for a copy of the AFT Faculty Guild Contract.