**Supervisor Response to an Employee COVID-19 Infection Report:**

*Thank you for alerting me to this situation. The campus has many plans and protections in place for concerns related to COVID-19. In accordance with the communicable disease reporting protocol, this information will be reported to the Contact Tracing team at JCCC. The following information may be helpful to you:*

*Please follow the Center for Disease Control’s COVID precautions found here:*

[*https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html*](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

*If necessary, the Johnson County Health Department or JCCC employee may be reaching out to you for more information. Please answer the phone in the event that you receive a call and/or check inbox for email.*

*Please reach out to your* ***HR Benefits Specialist*** *to coordinate any needed leave time due to COVID. JCCC also provides EAP coverage with New Directions Behavioral Health, at no cost, to all JCCC employees. New Directions provides support, resources and information for personal and work-life issues to you and your immediate family members. For more information, you can access the*[*New Directions website*](https://www.ndbh.com/)*(the passcode for access is JCCC) or call**800-624-5544**.*

*All individuals should complete the daily wellness self-check before coming to campus. More information about that can be found here:* [*https://www.jccc.edu/media-resources/covid-19/wellness-self-check/*](https://www.jccc.edu/media-resources/covid-19/wellness-self-check/)

*As your supervisor, I am here to answer any questions you may have about how this may affect your schedule and work priorities. If you have any additional questions regarding work, please reach out.*

*For COVID questions, you can contact* *employeecovidreporting@jccc.edu**.*

*Sincerely,*

*Supervisor Samantha*