

Guidance for Individuals with a Reported Illness

In an effort to mitigate the spread of disease within the Caltech community, the Institute is working closely with the Pasadena Public Health Department to isolate individuals who are ill with symptoms consistent with those of COVID-19, and to quarantine anyone who is considered a close contact of an ill individual. The COVID-19 management team, which includes medical professionals and trained campus personnel, will facilitate the case investigation and contact tracing process.

DO NOT REPORT TO CAMPUS if you are experiencing any of the following symptoms which are consistent with COVID-19.* If you become ill during your workday, please notify your supervisor immediately, return home, and consult with your primary healthcare provider.

- Fever of 100.0 F (37.8 C) or above
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Chronic/diagnosed health conditions such as seasonal allergies, migraines, chronic fatigue, and other medical concerns that have produced similar symptoms to COVID-19 or influenza-like-illness are exempt from daily health monitoring.*

[The CDC recommends](#) that individuals who have symptoms consistent with COVID-19 be tested with an FDA-approved PCR test; your healthcare provider can direct you to local testing resources, including [sites operated within Los Angeles County](#). Caltech Student Wellness Services will facilitate COVID-19 testing for students. Staff, faculty, postdoctoral scholars, and other affiliates should contact their primary healthcare provider to obtain a test.

If you are ill with symptoms consistent with COVID-19, with or without a positive FDA-approved PCR test for COVID-19, you must comply with the [public health officer order](#) to isolate for 10 days. [Detailed instructions for isolation are available from the Los Angeles County Department of Public Health](#). During your isolation period, swipe card access to campus buildings will be restricted.

All undergraduate and graduate students living on campus or in Caltech housing who are unable to meet specific requirements for isolation in their residence (ability to stay confined to private bedroom and bathroom with no use of common spaces) will be immediately relocated to a designated isolation space on campus. Appropriate medical monitoring, meals, and other support services will be provided. Non-student community members should follow the LACDPH guidance for isolation in their private residences.

After you report an illness through to your supervisor or through the Caltech COVID-19 Reporting application, you will be contacted by a member of the Caltech COVID-19 management team, who will ask you a series of questions related to your symptoms, risk factors for complications of COVID-19, and your contact with other members of the Caltech community who may be at risk of developing illness. **THIS CONVERSATION IS CONFIDENTIAL**, and the information you provide will be shared only with relevant public health officials in order to mitigate the spread of disease. Your personal health information will **not** be shared with your supervisor or other personnel at the Institute. While individuals who are determined to be close contacts and may have been exposed to you while you were infectious (able to spread the virus to others) will be contacted with instructions on quarantining, your personal health information will not be disclosed.

The COVID-19 management team will review your health attestations and entries in the Caltech COVID-19 Reporting Application to assist the team in contact tracing efforts. **Please ensure your health attestation and location information is up to date, whether you are using the paper form or access.caltech application.** If using the paper form, please be prepared to provide this to the COVID-19 management team upon request.

If you are a non-student community member, the Disability and Leave Unit in Human Resources can assist you with timekeeping and leave-related concerns. If you are a student, the deans' office can provide assistance with making up coursework and navigating academic matters.

Mental health support is available through [Student Wellness Services](#) (626-395-8331) and the [Staff and Faculty Consultation Center](#) (626-395-8360).

If you are privately tested for COVID-19, you will be asked to [inform the COVID-19 management team](#) of the results. **Even if you have a negative result for an FDA-approved PCR test for COVID-19, you must complete the 10-day isolation period for illnesses with symptoms consistent with COVID-19.** Individuals with a positive test for COVID-19 must obtain a letter of clearance from the Pasadena Health Department in order to return to work; your COVID-19 management team representative will provide you additional details for obtaining this letter.

Your cooperation with this process is an essential part of Caltech and the Pasadena Public Health Department's efforts to mitigate the spread of illness within our community. If you have questions or concerns, please contact Dr. Jennifer Howes or Dr. John Tsai via email at covid19@caltech.edu, or you may communicate with your COVID-19 management team representative.