

FSCJ continues to take proactive measures to safeguard the health and safety of students, faculty, and staff. If you are experiencing possible [COVID-19 symptoms](#) you should contact your health care provider and follow guidance from the [Florida Department of Health](#) and [U.S. Centers for Disease Control](#).

Please see the below table regarding appropriate notifications to FSCJ about COVID-19.

<b>Who should be notified at the College if I'm experiencing COVID-19 symptoms?</b>		
<b>COVID status</b>	<b>Employee</b>	<b>Supervisor</b>
Sick with mild symptoms	No formal notification needed for COVID-19.	
Awaiting test results	Notify your supervisor of your status and keep him/her updated.	Contact Mark Lacey ( <a href="mailto:Mark.Lacey@fscj.edu">Mark.Lacey@fscj.edu</a> ) advising the employee's status.
Diagnosed as presumptive or confirmed with COVID-19	Immediately contact supervisor or Mark Lacey ( <a href="mailto:mark.lacey@fscj.edu">mark.lacey@fscj.edu</a> ). Provide the following information: <ul style="list-style-type: none"> <li>• Date of first symptom</li> <li>• Date of positive test</li> <li>• Last day physically on campus</li> <li>• Any employees or students with whom you've had contact in the 14 days prior to symptoms</li> <li>• Contact phone number</li> </ul>	Contact Mark Lacey ( <a href="mailto:mark.lacey@fscj.edu">mark.lacey@fscj.edu</a> ) with the information gathered. Inform the employee that HR has been contacted and will be reaching out directly to the employee.
<p><b>NOTE:</b> At no time should the identity of the employee be disclosed to other employees; this information should remain confidential and only known to the supervisor and HR, unless the ill employee voluntarily discloses their status to co-workers.</p>		