



## Frequently Asked Questions

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### **Starting on May 20, 2023 do I still need to check-in every day?**

No. You will only need to utilize Optimum in the event you test positive.

### **If I test positive what do I do next?**

After a positive test (either an at-home or lab test), you will need submit a self-reporting form to Human Resources by logging into your Optimum HQ account. Please review the following steps:

1. Log into your [Cerritos Portal](#).
2. Select the **COVID-19 Self-Reporting Tool**.
3. Log into Optimum HQ. *(Note: your separate username and password for Optimum HQ may be different from your Cerritos Portal.)*
4. Complete the questions to the online self-reporting form.
5. After your form has been submitted, Human Resources will follow-up with you to provide additional information about COVID-19 protocols and returning to campus.
6. It is recommended to notify your supervisor that you will not be in so that your department can plan accordingly for your absence.

### **What information will I be asked for on the online self-reporting form?**

You will be asked for the following:

- What date you tested positive.
- What date your symptoms began.
- Where you think you may have contracted COVID-19. (i.e. home, work, airplane, etc.)
- Your most recent dates that you visited campus.
  - What buildings you visited.
  - The names of any close contacts during those visits.

### **When will I be able to return to campus following a positive test and completing the online self-reporting form?**

After you complete the online self-reporting form in Optimum HQ, you will receive a call from Human Resources to go over your personalized return to campus plan. This will be based on the date your symptoms began and CDC guidelines. This date is subject to change if you are still testing positive after the planned date.

## **Will employees still receive close contact and exposure notices?**

Employees will continue to receive close contact notices when they have been identified as a close contact. With the daily check-ins ending, HR will no longer be able to track visitors to individual buildings. Accordingly, exposure notices will now be available exclusively on the Human Resources [website](#). Employees can check the site regularly for updated information.

## **Are employees still required to be vaccinated?**

Yes, employees are still required to be vaccinated. The change from daily check-ins to self-reporting does not impact BP2905