# bcc covid quick steps for Employees

**REPORT**

[BCC Self Reporting](https://campuscloud.readyeducation.com/%22%20%5Cl%20%22/cb/web-form/2CQbdEF-07rSwv_NC1QTrg/start)

Report COVID related symptoms or positive COVID test to Human Resources HR@barstow.edu, in the Human Resources Office.

**NOTIFY**

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Notify your supervisor that you are ill. This is your opportunity to discuss with your supervisor work needs such as project or assignment coverage, remote work, classroom substitutes, etc.

**FOLLOW-UP**

Follow-up with Human Resources to determine next steps.

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