PART-TIME/STUDENT STAFF
Call-out Procedure for COVID-19 Confirmed Cases and/or Exposure

**Staff Member**
calls and informs
**Direct Supervisor**

- If **Direct Supervisor** cannot be reached:
  - **Staff Member** calls and informs **Alternate Coordinator**

  - If **Alternate Coordinator** cannot be reached:
    - **Staff Member** calls and informs **Unit Manager/Supervisor**

  - If **Associate Director** cannot be reached:
    - **Direct Supervisor** calls and informs **Unit Manager and Supervisor**

  - If **Associate Director** cannot be reached:
    - **Unit Manager** calls and informs **Risk Manager and Director**

- If **Unit Manager** cannot be reached:
  - **Direct Supervisor** will inform **Risk Manager** and **Director**

**Associate Director**
informs **Risk Manager** and **Director** to initiate the UCLA COVID-19 reporting process

Contact hr@recreation.ucla.edu for any questions