COVID-19 Accountability Reporting & Assessment

**Step 1: Report Taken & Assigned**
- Report concerns to the COVID-19 Hotline: 213) 740-6291 covid19@usc.edu
- A case is created in iSight & routed to the HR Triage Team & Faculty/HR Partner.

**Step 2: Fact-Finding**
- The Faculty/HR Partner gathers information & conducts fact-finding.
- The case is reviewed by the HR Triage Team & Faculty/HR Partner for fact-finding.

**Step 3: Triage Team Assessment**
- The team meets to review & assess information.
- The team renders sanction decision or escalates cases that merit suspension or termination.

**Step 4: Accountability Committee Review**
- The committee conducts a review & assessment of escalated, complex cases and determines sanction.
- If sanction is suspension or termination, consult with University HR.

**Step 5: Sanction Decision**
- The sanction determination is delivered to the HR Triage Team & Faculty/HR Partner for communication to the employee.
- The Triage Team closes case in iSight.

**FOLLOW STEPS 2-5**

Cases are reviewed, assessed, and resolved within 5 business days.

**Employees**
- Concerns reported to the Faculty/HR Partner

**HR Partner**
- HR Partner creates case in iSight and assigns to the Triage Team.