HOW TO REDUCE THE SPREAD OF COVID-19

- All employees are required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within university facilities unless working alone in a laboratory or office space with the door closed. If you are in need of a mask, contact your supervisor.
- A reusable cloth face covering or single-use disposable mask is also required when two or more people are riding in a university vehicle, while riding on a campus bus, and using university facility elevators.
- Increasing the physical distance between individuals and frequent sanitizing & hand-washing reduces the risk of COVID-19 transmission.

Before returning to on-site work, you must complete the COVID-19 Training for On-Site Workers.

IF WORKING ON-SITE, YOU ARE EXPECTED TO SELF MONITOR DAILY FOR THE FOLLOWING SYMPTOMS BEFORE COMING TO WORK:
- Cough (new onset or worsening of chronic cough)
- Shortness of breath or difficulty breathing
- Fever (greater than 100.4 degrees Fahrenheit or 38 degrees Celsius)
- Chills/repeated shaking with chills
- Muscle/body aches or fatigue
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose/congestion
- Nausea, vomiting, or diarrhea

Do not report to the workplace with any of the above identified symptoms.

If you have symptoms associated with COVID-19, follow your normal absence notification procedures.

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Individuals who have tested positive for COVID-19 or who experience symptoms commonly associated with COVID-19 must:
- Stay away from the workplace until:
  o They have been fever-free for 24 hours and their symptoms have improved; and it has been at least 10 days since their symptom onset; or if the person had no symptoms, they may return 10 days after they were tested.
- Report positive COVID-19 test results to UHS.
- Notify their supervisor that they are unable to report to work.

All information included above is from the full COVID-19 Workplace Policy. If you have questions, start with your supervisor or manager.

Employees who violate this policy and/or associated policies, protocols or procedures may be subject to disciplinary action, up to and including termination of employment, in accordance with the relevant policies and procedures applicable to their employee category.