GUIDANCE FOR EMPLOYEES

WHAT YOU CAN DO NOW:

- Use proper hand hygiene, respiratory etiquette. Don’t touch your face/mouth/eyes
- You are now required to wear a face covering while on campus, except during break time to eat or drink
- Clean “high-touch” items (cell phone, keyboards, tablets) routinely
- Self-monitor for fever, cough and difficulty breathing
- Stay home if you are sick
- Document your schedules, functions and meetings
- Report potential exposures, such as sick family members, to your supervisor
- Don’t share desks, phones, work tools and equipment, where possible

IF YOU HAVE SYMPTOMS SIMILAR TO COVID-19 (FEVER, COUGH, SHORTNESS OF BREATH):

- Stay home and self-isolate- notify your supervisor
- Limit contact with others, including pets and shared household items
- Consider seeking medical advice if you develop emergency warning signs for COVID-19 (trouble breathing, persistent pain or pressure in chest, confusion, bluish lips or face)- Call ahead before your visit
- Avoid public areas and public transportation
- Wear a face covering if you are sick and around others
- Follow CDC guidance for discontinuing home isolation
  - No fever for at least 72 hours (without use of medicine that reduces fevers) AND
  - Other symptoms have improved AND
  - At least 10 days have passed since symptoms first appeared

Other symptoms may include: diarrhea, sore throat, chills, muscle pain, headache, loss of taste, smell.
IF YOU HAVE A CONFIRMATION OF COVID-19:

- You are encouraged to contact your supervisor or Human Resources in an effort to protect your coworkers and The University Community. The University will take steps to use identifying information when determining next steps.
- Determine if there is anyone that you may have had close contact with for a prolonged time (within 6 feet for more than 10 minutes).
- Follow CDC guidance for discontinuing home isolation
  - No fever (without use of medicine that reduces fevers) AND
  - Other symptoms have improved AND
  - You received two (2) negative tests in a row, 24 hours apart
  - or -
  - At least 10 days have passed since the onset of symptoms

Resources:
www.scranton.edu/covid-19

https://www.health.pa.gov/topics/disease/coronavirus/Pages/Fact-Sheets.aspx