COVID-19 GUIDANCE FOR EMPLOYEES

WHAT YOU CAN DO NOW:

➢ Use proper hand hygiene, respiratory etiquette. Don't touch your face/mouth/eyes
➢ Clean and disinfect “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, self-isolate and alert your supervisor as you normally would when ill
➢ Limit contact with others, including pets and shared household items
➢ Consider seeking medical advice- Call ahead before your visit
➢ Avoid public areas and public transportation
➢ Wear a surgical face mask if you are sick and around others

IF YOU HAVE A CONFIRMATION OF COVID-19:

➢ Please contact your supervisor or Human Resources in an effort to protect your coworkers and the University community. The University will ensure your privacy when determining next steps.
➢ Share as much information as you can with HR or your supervisor about recent campus meetings or about others who may have been exposed to the virus.
➢ Consider the CDC’s Risk Assessment Guidance (page 2) when determining others who may be at risk.

RESOURCES:

www.scranton.edu/covid-19
https://www.who.int/emergencies/diseases/novel-coronavirus-2019
https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx
CDC Risk Assessment Guidance


Step 1: Identify Exposure Risk Category

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Exposures through Contact Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>• Living in the same household, being an intimate partner of, or providing care for a person with symptomatic/laboratory confirmed COVID-19 <strong>without using recommended precautions</strong></td>
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</tbody>
</table>
| Medium     | • Close contact with a symptomatic/laboratory confirmed COVID-19 person  
             • On an aircraft, being seated within 6 feet of a traveler with symptomatic/laboratory confirmed COVID-19 (2 seats in each direction)  
             • Living in the same household, being an intimate partner of, or providing care for a person with symptomatic/laboratory confirmed COVID-19 **while using recommended precautions** |
| Low        | • Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic/laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact |
| Not Identified | • Interactions with a person with symptomatic/laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room. |

Step 2: Management of Exposed Persons by Risk Level and Presence of Symptoms

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Management if Asymptomatic</th>
<th>Management if Symptomatic*</th>
</tr>
</thead>
</table>
| High       | • Quarantine  
             • No public activities  
             • Daily active monitoring  
             • Controlled travel | • Immediate isolation through public health  
                                 • Public health assessment/medical evaluation  
                                 • Notify EMS or healthcare provider prior to care  
                                 • Controlled travel |
| Medium     | • Remain at home  
             • Practice social distancing  
             • Active monitoring  
             • Postpone long-distance travel | • Self-isolation  
                                 • Public health assessment/medical evaluation  
                                 • Notify EMS or healthcare provider prior to care  
                                 • Controlled travel |
| Low        | • No restriction on movement  
             • Self-observation | • Self-observation  
                                 • Social distancing  
                                 • Seek health advice  
                                 • Postpone long-distance travel |
| Not Identified | • None | • Self-observation  
                                 • Social distancing  
                                 • Seek health advice  
                                 • Postpone long-distance travel |