

Eastern WV Community & Technical College

RETURN-TO-OPERATIONS PLAN

**POST COVID-19 STAY-AT-HOME EXECUTIVE
ORDER**

**Approved by President's Cabinet
6-2-2020**



EASTERN

West Virginia Community & Technical College

MESSAGE FROM THE PRESIDENT

Dear Eastern Family,

As Governor Justice's phased return-to-work model continues to unfold, we are developing our own plan to transition back to campus once it's time. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our "new normal". Our plan follows recommendations and guidance from state and federal government, the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration ("OSHA"), the West Virginia Department of Health and Human Resources, and Grant and Hardy County Health Departments.

Each of our lives have been altered and directly impacted by this crisis. Some of us may have anxiety about returning to work safely or about finding safe daycare for our children, who are not returning to school. Others will be tired of being at home and will welcome the opportunity to get back to work. Returning to work after a pandemic is new territory for all of us, and we must have patience with ourselves and others while we navigate the process.

Minimizing potential exposure to COVID-19 will be a top priority as we develop our plan for employees to return to the workplace. This plan is intended to be a guide and as our knowledge and understanding of this pandemic continues to evolve, communication will be key. Any changes to this plan will be provided immediately. This includes public health guidance for cleaning protocols, personal health checks, physical distancing and all other elements in our Return-to-Operations plan. When an official start date to return to work has been determined, an addendum will be added to specify exact measures that Eastern will be implementing. If you have questions or comments about returning to the workplace, please consult with your supervisor or contact Jaennae Snyder, Human Resource Assistant III (304-434-8000 Ext. 9275) or John Galatic, Executive Dean of Administrative Services (304-434-8000 Ext. 9225).

Sincerely,



Dr. Charles (Chuck) Terrell

RETURN-TO-OPERATIONS PLAN

RETURN-TO-OPERATIONS PLAN

The purpose of this plan is for the transition from emergency operations (Continuity of Operations) to regular (new normal) operations once the National Health Emergency /Executive Order 9-20 has been lifted. This plan provides institutional procedures prior to returning to work and after returning to work for all staff, students, vendors, and the public to ensure the safety and well-being of everyone.

PRIOR TO RETURNING TO OPERATIONS - PRESIDENT'S CABINET

The Cabinet will determine the priority for departments and functions to return to campus and become operational.

Staffing Options

Once staff members have been instructed to return to work on site, there are several options departments can consider to maintain required physical distancing measures and reduce population density within buildings and work spaces. Strongly consider special accommodations for personnel who are members of a vulnerable population.

• ***Working On-Site in Office Environments*** - If a department is in an open environment, maintain at least 6 feet of distance between co-workers. If possible, have at least one workspace separating one co-worker from another co-worker. Employees should wear a face mask or face covering at all times while in a shared workspace/room. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

With executive management guidance, department heads should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and students, such as:

- Partition systems/ cubicles/panel barriers
- Place visual cues such as floor decals, colored tape or signs to indicate the proper flow of traffic
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between staff, students, vendors, and the public moving through the space.
- Designate specific stairways for up or down traffic if building space allows.
- Designate alternative locations for certain employees

• ***Remote Work***: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so in the early phases to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, may be done on a full or partial day/week schedule, as appropriate.

• ***Alternating Days***: In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

• ***Staggered Reporting/Departing***: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

The Cabinet will explore and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding the following:

- Social distancing and availability of PPE (personal protective equipment) and training
- Designate specific door entry for employees and students for temperatures to be validated and approved for entry. Establish door exit pathway to ensure and confirm appropriate occupancy.
- EWVCTC Safety Committee will develop procedures for monitoring workforce for indicative symptoms.
- Sanitation/disinfection of common and high-traffic areas; hand hygiene supplies should be readily available in all campus buildings and common areas
- Determine appropriate measures for business/personal travel
- Process for emergent closing during a spike (short term for smaller areas for cleaning and disinfecting or longer term)
- Establish a system for monitoring absenteeism and respiratory illness on campus locations for reporting to the local health department; may require policies of reporting respiratory illness that causes absenteeism with students and employees.
- Health Care services -
 - Assess capability of local health care services in case of an outbreak.
 - In conjunction with Grant and Hardy County Health Departments, identify exposed campus members and implement recommended monitoring and work/school restrictions. Develop contact tracing teams after education has been made available.
 - Assure resources such as mental health counseling, substance use disorder services (1-844-HELP4WV), suicide prevention lines (1-800-273-8255), Veteran's crisis lines (1-800-273-8255 and Press 1 to talk to someone) and social services help like utilities, shelter and food (WV 211—just dial 211 from any phone) are readily visible and available.
- Cleaning Services -
 - Purchasing services should anticipate need for increased supplies of hand soap, hand sanitizer, cleaning agents, and disinfecting agents and should work with suppliers now to assure contracts are delivered.
 - The Executive Dean of Administrative Services will work with custodial services to frequently clean and disinfect all workspaces and continue to use disinfectant spray daily on high touch surfaces. These areas include, but are not limited to the following: entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.). NOTE: *The U.S. Environmental Protection Agency has a list of products that meet its criteria for use against the virus that causes COVID-19. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to inhale. Bleach solutions will be effective for disinfection up to 24 hours. Visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>*
- Communication
 - Executive management, department supervisors and human resource department must maintain regular communication to reassure employees their safety remains a top priority.
 - Make sure clear messaging using CDC guidelines and materials are sent out daily to staff and students.

- Multimodal messaging and reinforcement
- Emergency messaging system intact
- Myth/rumor busting daily

PRIOR TO RETURNING TO OPERATIONS – STAFF

- Employees who are working remotely via telework will continue to telework until notified to report to work on campus based on staffing options.
- Employees will be notified when the emergency operations are no longer needed and the Return-to-Operations Plan goes into effect.
- Prior to return to on campus work:
 - IT and Facilities staff will verify that all systems, communications, and required capabilities are available and operational to support on campus work.
 - IT will develop a process for overseeing the orderly return of equipment provided to support telework as employees return.
- When telework employees have returned to campus, IT will receive equipment to facilitate telework and IT will terminate temporary VPN arrangements.

RETURN TO OPERATIONS FROM TELEWORK – STAFF

Physical Distancing

- Staffing options in place and monitored to manage employee numbers and safety.
- HR Office to distribute personal safety practices to follow. **See pages 10 – 11..*
- Distribute the proper use of face coverings and PPE equipment to all campus members based on local, state and federal guidance and adhere to public health guidelines for COVID-19.
- Employees should perform a daily health assessment before coming to work. See Page 15 for Daily Health Assessment Guide. If experiencing any of these symptoms especially a high fever, employees should work remotely from home with supervisor's approval or take sick leave. *Note: Be aware that some people with COVID-19 do not have a fever and some people with a fever do not have COVID-19. If you have a combination of symptoms, you may want to contact a health care profession and DO NOT COME TO WORK. If you only have a high fever, err on the side of caution and either get permission to work from home or take sick leave until free of fever for 72 hours without the use of fever-reducing medications..*
- The College recommends that employees who are sick seek medical assistance as appropriate and remain out of the workplace until symptoms resolve. Employees diagnosed with COVID-19 must immediately inform the Human Resource Office. Personal information will be kept confidential. An employee who is experiencing COVID-19 symptoms and seeking a medical diagnosis and/or diagnosed with COVID-19 and ordered to quarantine by a public health official, or who has a family member(s) affected by COVID-19, may be entitled to Emergency Sick and/or Family and Medical Leave Act (FMLA) leave through the Families First Coronavirus Response Act. Employees can submit the REQUEST FOR FEDERAL EMERGENCY SICK LEAVE OR EXPANDED FMLA form to the HR Office to begin processing (see Page 13 & 14). Employees will not be permitted to return to work on site without medical documentation.
- In the event an area in one of Easterns' locations is identified to have been occupied by an individual with a known COVID-19 case, the following steps should be taken:
 - The HR Department will identify areas of potential contamination and prevent entry to the location, as well as notify local health departments and make recommendations

regarding movement of personnel in that area to alternative locations. The Executive Dean of Administrative Services will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home)

- Affected area will be cleaned and sanitized per public health guidance.
- All employees must continue to practice physical distancing on the job.
 - **Common Areas**
Restriction of common areas (resource center, foyer, student lounge, etc.) where personnel and students are likely to congregate and interact will be enforced. If more than one person is in a room, masks/face coverings should be worn at all times.
 - **Offices/Workspaces**
If employees work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment). Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc
 - **Restrooms**
Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
 - **Elevator**
Due to physical distancing requirements, no more than 1-2 people should be in the elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator. The College will place hand-sanitizer dispensing machines at both elevator entrances. Designate specific stairways for up or down traffic if building space allows.
 - **Meetings**
Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Zoom, telephone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.
 - **Front Desk**
Masks/face coverings should be worn by any staff in a reception/receiving area. Front desk receptionist will be responsible for outside vendor activity.
 - **Break Rooms**
Stagger breaks and/or stay clear of break rooms. Employees may be granted approval to eat in their offices to avoid closeness to other employees. Employees must refrain from sharing food or utensils. Replace shared appliances with single use or no-touch options (coffee makers, ice/water dispensers).
 - **Vending Machines**

Employees are highly encouraged to avoid the vending machines on the second floor until further notice.

- ***Water Fountains***

Employees are highly encouraged to avoid the water fountains on both floors until further notice.

- Employees should refrain from sharing headsets or other objects that are placed near the mouth or nose.

Business Travel

Out-of-state travel for business reasons may be limited to emergency situations. For in-state travel, employees traveling for business reasons must register their travel in advance as required by Eastern policy. For all travel requests, employees can contact the HR Office to submit an Employee Travel Registration Form (see Page 12) along with all other required travel forms. Depending on where the employee travels and activities while there, he/she may be required to complete 5-14 days of self-isolation and/or telecommuting before returning to work on site. To ensure proper physical distancing, only one employee per university-owned vehicle is permitted.

Vacations

Employees may go on vacation, provided their supervisor has approved. Dates of previously approved annual leave may need to be altered to ensure appropriate coverage. Once vacation dates are confirmed with his or her supervisor, the employee can contact the HR Office to complete an Employee Travel Registration Form (see Page 12). Depending on his or her destination and activities, the employee may be required to telecommute for 5-14 days before returning to work on site. The employee's supervisor and the Human Resource Office will work together to determine the necessary course of action based on current public health guidelines.

Outside Vendors

- All vendors must sign in at the front desk at the College's Main Campus upon arrival. Limit vendors such as delivery services, repairmen, and contractors to one entryway at each location. Post outside those entryways that vendors must wear a face mask before entering.
- Receiving/shipping should use standard precautions of handwashing, avoiding touching the face, nose or eyes. According to WHO, the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperatures is low.

Mental and Emotional Well-Being

Optum, part of UnitedHealth Group, operates an Emotional-Support Help Line. Professionally trained, mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum's Emotional-Support Help Line number is 866-342-6892 and will be open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members.
<https://www.optum.com/covid-19/covid-19-emotional-support.html>

Suicide Prevention: <https://www.sprc.org/comprehensive-approach/identify-assist>

REOPENING THE CAMPUS TO STUDENTS

- Summer classes will resume via remote learning. Student communication with college services and departments will need to be determined and processes set in place. The College will alert the public that the campus offices have been reopened for students.
- The President's Cabinet, with state guidance, will determine if fall courses will be held on campus or via remote learning or a combination of both at a later date. Consider beginning semester earlier and end at Thanksgiving to reduce risk of campus contamination after travel. The College will alert the public of the status of fall courses.

REOPENING OF CAMPUS TO THE PUBLIC

- Following the availability of essential on-campus services, the College will alert the public that the campus offices have been reopened for the public.
- Facilities will reopen in phases consistent with available staffing. The public will be advised of any new guidelines as individual facilities reopen.

ADDITIONAL PREVENTION RESOURCES

CDC Website: Visit www.cdc.gov/coronavirus

WV DHHR Website: www.dhhr.wv.gov/COVID-19

Signs and symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Daily self-checks, know what to do if sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Myth busting: <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>

Respiratory hygiene, hand hygiene, staying home when sick, physical distancing/social connections <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

How to Wear Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

FEDERAL AND STATE UPDATES/GUIDANCE

FERPA & the Coronavirus Disease 2019:

<https://studentprivacy.ed.gov/resources/ferpa-and-coronavirus-disease-2019-covid-19>

COVID-19 Title IV FAQ:

<https://www2.ed.gov/about/offices/list/ope/covid19faq.html>

US DOL OSHA:

<https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

For information about the State of West Virginia's response, visit the West Virginia Department of Health and Human Resources website at www.dhhr.wv.gov/COVID-19 or call their information hotline at 1-800-887-4304.

For federal guidance from the Centers for Disease Control and Prevention (CDC), visit www.cdc.gov/coronavirus/2019-nCoV.

**Families First Coronavirus Response Act: Employee Paid Leave Rights:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>**

Personal Safety Practices

All employees must adhere to the following preventative actions.

Wash your hands often.

- **Wash your hands often with soap and water for at least 20 seconds**, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations will be available throughout university buildings.
- **Avoid touching your eyes, nose and mouth with unwashed hands.**

Avoid close contact.

- **Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about 2 arms' length) from other people.** Remember that some people without symptoms may be able to spread the virus.
- **Avoid shaking hands.**
- **Do not enter other employees' personal workspaces.**
- **Reduce high-touch exposures by propping open interior doors where feasible.**
- **Do not gather in groups.**

Cover your mouth and nose with a face covering when around others.

- **Always wear a face covering in any work situation where you cannot adequately physically distance yourself from others.** Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing. See the Appendix for guidance from the Centers for Disease Control and Prevention regarding making, wearing and cleaning cloth face coverings.
- **The university will provide every employee with a start-up supply of disposable masks.** Each disposable mask can be worn for up to five days if allowed to dry between uses. Two cloth masks per employee have been ordered and will be provided. Employees may also bring their own face coverings from home, if desired.
- **Wear a face covering when you go out of your personal workspace. The face covering is meant to protect other people in case you are infected.** You could spread COVID-19 even if you do not feel sick.
- **Do NOT use a facemask meant for a healthcare worker.** N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.

Cover coughs and sneezes.

- **If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.** Throw used tissues in the trash.
- **Immediately wash your hands with soap and water for at least 20 seconds.** If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **Stay home if you are sick.** Sick employees must be screened for COVID-19 before being allowed to return to work on site.

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.



EASTERN

West Virginia Community & Technical College

EMPLOYEE TRAVEL REGISTRATION FORM

Employee Name _____

Department _____

Immediate Supervisor's Name _____

Reason for Travel (select one): Personal/Vacation Business

Date of Departure: _____ Date of Return: _____

Please describe destination(s), including city/state and/or country. _____

Please identify an emergency contact outside the College. Provide name, their relationship to you, e-mail address and phone number. _____

Please be aware that, depending upon your destination, you may be required to complete 5-14 days of self-isolation and/or telecommuting before returning to work on site. This will be determined by your supervisor, the College President, and the HR Office. If you are required to self-isolate or telecommute due to personal or business travel, you must have written approval from your supervisor before you return to work on site.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Office Designee: _____ Date: _____

President Signature: _____ Date: _____



Eastern West Virginia
Community & Technical College

REQUEST FOR FEDERAL EMERGENCY SICK LEAVE OR EXPANDED FMLA

Employee must be employed for 30 calendar days to be eligible for Emergency Family and Medical Leave

Employee Name: _____ Date of Application: _____

Requested Dates of Leave: From _____ to _____

Documentation of the reason for the leave may be necessary, such as the source of any quarantine or isolation order, or the name of the health care provider who has advised you to self-quarantine. For example, this documentation may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee or written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

If taking expanded family and medical leave to care for a child or children whose school or place of care is closed, or child care provider is unavailable, due to COVID-19, under the Emergency Family and Medical Leave Expansion Act, you must provide appropriate documentation in support of such leave, consistent with conventional FMLA leave requests. (i.e. a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider. This requirement also applies when the first two weeks of unpaid leave run concurrently with paid sick leave taken for the same reason.

I am applying for leave as an employee who is unable to work or telework as a result of my own illness in relation to COVID-19.

Select all that apply to your request:

- I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis.
- I am subject to a federal, state or local quarantine or isolation order related to COVID-19.
- I have been advised by a health care provider to self-quarantine because of COVID-19.
- I have self-quarantined since _____ because of symptoms of COVID-19. As part of my self-quarantine I have isolated myself during this period of time and have only left my residence when absolutely essential, such as doctor visits; this request has been submitted in lieu of a physician's note as to my absence from work at EWVCTC. I fully understand that submission of this request under false pretenses (which would include failure to genuinely self-isolate during the listed times) would constitute misconduct that could subject the employee to discipline up to and including termination.

___ I am applying for emergency sick leave to care for others who are sick in relation to COVID-19.

Select all that apply to your request:

- I am caring for an individual subject to federal, state or local quarantine or isolation order related to COVID- 19.
- I am caring for an individual who has been advised by a health care provider to self-quarantine because of COVID-19.

___ I am applying for well-child sick leave and/or expanded FMLA as a result of COVID-19.

Select all that apply to your request:

- I am caring for my child whose school or place of child care is closed (or [usual] child care provider is unavailable) due to COVID-19 related reasons.
- I have been employed with EWVCTC for at least 30 days prior to this request.
- I am applying for ten days of paid emergency sick leave.
- I am applying for 10 weeks of extended emergency sick leave and FMLS job protection.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA.

Note: Emergency Sick Leave and Expanded FMLA are available from April 1, 2020 to December 31, 2020 and are not retroactive.

This application will be distributed to your supervisor. Submission of the form does not preclude the requirement for you to contact your supervisor in advance of your absence.

Employee Signature: _____

Date: _____

Approve _____

Disapprove _____

Supervisor Signature: _____

Date: _____

Human Resource Designee Signature: _____

Date: _____

If any party is unable to sign and date application, an email confirmation may be accepted for approval process.

**DAILY HEALTH ASSESSMENT FORM
FOR ON-SITE PERSONNEL**

Prior to coming to campus, EWVCTC employees should do a self-assessment to determine if they should report to work. This assessment should be performed on a daily basis upon returning to work. Due to the severity and highly infectious nature of COVID-19, employees should stick to the results of this assessment. This self-assessment tool is not meant to take the place of talking with your health care professional or to diagnose or treat conditions. If you are in an emergency medical situation, call 911 or your local emergency number. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and the Mayo Clinic.

EXPOSURE

Have you been within six feet of a person or had direct contact with a lab-confirmed or suspected case of COVID-19 in the past 14 days? YES NO

If you answered "YES," DO NOT COME TO WORK! Immediately contact the HR Office. Call your supervisor. REMINDER: Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

SYMPTOMS

Do you have any of these symptoms?

- Fever (Please check your temperature daily before reporting to work)
- New cough
- New shortness of breath or difficulty breathing
- New chills
- New muscle aches
- Sore throat
- Headache
- Diarrhea
- New loss of taste or smell

If you have any of these symptoms, speak to your health care professional. Contact the HR Office and call your supervisor. Stay home and DO NOT COME TO WORK until at least 10 days after symptoms began and 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma), without the use of fever-reducing medications. This applies regardless of whether you have been tested for COVID-19.

SEVERE SYMPTOMS

Are you struggling to breathe or fighting for breath even while inactive or when resting? YES NO

Do you feel as though you might collapse every time you stand or sit up? YES NO

If you have any of the severe symptoms, CALL 911, DO NOT COME TO WORK.