

COVID-19: Back to Work

Employee Health Protocol Guidelines

Please note, public health guidance cannot anticipate every unique situation. **Employees should stay informed and take actions based on common sense and wise judgment.**

Employee Health Protocols:

- Maintain at least 6 feet separation from other employees and individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Self-screen before going into the building for any of the following new or worsening signs or symptoms of possible COVID-19:

 Cough	 Diarrhea	 Loss of taste or smell	 Known close contact with a person who is lab confirmed to have COVID-19
 Sore throat	 Muscle pain	 Shortness or breath or difficulty breathing	 Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 Chills	 Headache	 Repeated shaking with chills	

- Wash or disinfect hands upon entering the building and after any interaction with employees or common area items in the building (e.g., refrigerators, door handles, elevator buttons, phones, chargers, computer equipment).
- Wear face coverings (over the nose and mouth) when in common areas of the building (hallways, break rooms, bathrooms, and lounges). Face coverings are not required when an employee is sitting at his/her desk; however, they are strongly recommended.
- All IT employees shall wash and/or disinfect their hands after working on any other employee's computer hardware.