

COVID-19 Safety

Protect Yourself and Others



Priority One: Safety, Health, and Wellness

- The University is committed to maintaining a safe workplace and takes necessary and reasonable steps to minimize health risks for its employees, including, but not limited to:
 - Requiring that employees not come to work on campus if they, or a member of their household, have symptoms of COVID-19 [see note], been diagnosed with, or have been exposed to, COVID-19.
 - Holding everyone accountable for following safety rules.

Note: If you have seasonal allergies and/or chronic symptoms that are the norm for you, then screen for any other symptom of COVID-19.

Know How COVID-19 Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person to person.
 - Between people who are in close contact with one another (within about 6 feet) for a period of time.
 - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Campus Safety and Illness Prevention Precautions

- Use of facemasks/face coverings is required in all indoor classrooms and public spaces in all buildings, except for very limited exceptions.
- Facemasks/face coverings are required in hallways, stairways, and elevators in every university facility and anywhere it is impossible to maintain appropriate physical distancing.
- Maintain social distancing – six feet in all directions
- Use proper handwashing and other hygiene and sanitation measures

Everyone Shall: Complete Daily Screening Prior to Reporting to Work

Each employee is expected to self-screen daily for symptoms of COVID-19, including checking for fever, **before reporting to work** each day.

- Symptoms include:
 - Fever >100.4 Fahrenheit or chills in the last 48 hours
 - Cough, shortness of breath, or difficulty breathing
 - Fatigue
 - Headache, muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Gastrointestinal symptoms like nausea, vomiting, or diarrhea in last 24 hours

Note: If you have seasonal or chronic symptoms, plus any other symptom of COVID-19, then **you must stay home** and notify your supervisor.

Stay Safe:

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.

Stay Safe: Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.



Stay Safe: Cover your mouth and nose with a facemask

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Use of facemasks/face coverings is required in all indoor classrooms and public spaces in all academic buildings, with very limited exceptions.
- Facemasks/face coverings are required in hallways, stairways, and elevators in every university facility and anywhere it is impossible to maintain appropriate physical distancing.
- Maintain social distancing – six feet in all directions – A facemask is not a substitute for social distancing

Stay Safe: Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **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 Safe: Clean and Disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Stay Safe: Stay Home If You:

- have symptoms of COVID-19 (see note), then **you must stay home** and notify your supervisor.
- are currently being tested for COVID-19. **Self-quarantine is required pending test results.**
- receive official notification that you have been identified as a “close contact” of someone who has a confirmed case of COVID-19. **Self-quarantine for 14 days after exposure**
- have anyone in your household who has any of the symptoms of COVID-19 (see note).
- are caring for an individual who has been notified of potential exposure and /or who is in quarantine. **Self-quarantine for 14 days is required.**
- For persons exposed to someone with COVID-19 illness, CDC recommends quarantine (stay home) until 14 days after last contact.

Leave Campus When ILL

- If you experience symptoms of COVID-19 while at work, report your symptoms to your supervisor and go home.
- If unable to drive, then you will be separated from others until arrangements are made to get you home.
- Note: If you have seasonal and/or chronic symptoms that are the norm for you, then screen for any other symptom of COVID-19.

Covid-19 Resources

- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- West Virginia DHHR: <https://dhhr.wv.gov/COVID-19/Pages/default.aspx>
- Mercer County Health Department:
<https://dhhr.wv.gov/localhealth/pages/county-details.aspx?County=mercer>
- <https://www.concord.edu/About/Return-to-Campus-Plan.aspx>
- [https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-\(1\).aspx](https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-(1).aspx)