

COVID-19 Information for Employees

The health of the campus depends on each employee doing their part to reduce the risks of COVID-19. These resources are provided to help you transition back to working safely on campus or to continue working productively from home.

Before you Return to Campus

1. Review the safety guidelines, watch the required videos on hand washing and preventing the spread of germs, and understand how to properly use and remove your face covering.
2. Schedule your COVID-19 diagnostic test. Employees are strongly encouraged to obtain a COVID-19 test before returning to work. The initial test is available through Student Health Services and the cost of the test will be charged to your insurance. Employees who do not have insurance will also be able to obtain the test at no cost. Additional information is available through Student Health Services.
3. Coordinate with your supervisor regarding any changes that have been made to your work schedule or workspace. You should have received a return to work letter indicating the date you were authorized to return to campus.
4. Discuss any concerns you have about returning to work on campus with your supervisor.

Returning to Campus

1. Follow the safety guidelines. The most important thing you can do keep yourself and others safe is to follow the safety guidelines. This includes:
 - monitoring yourself for symptoms every day
 - staying home if you are sick
 - wearing your face covering
 - washing your hands frequently
 - maintaining a distance of six feet from others
 - disinfecting surfaces and maintaining a clean workspace

2. Get the facts about COVID-19. Know the symptoms and what you can do to reduce your risk.
3. Set a good example. When you do your part to keep the campus safe and healthy it makes it easier for others to do theirs. Wear a face covering and keep your distance to let others know how important those actions are.
4. Communicate with your supervisor. Let your supervisor know about any issues or concerns so that you can address them together.
5. Connect with your colleagues. Reach out to colleagues who are working different schedules or who are continuing to work remotely to coordinate your efforts and reduce feelings of isolation.
6. Seek help if you are experiencing stress or anxiety. Employees have 24/7 access to counseling services through the Employee Assistance Program.
7. Know what you should do if you have been in close contact with someone who has tested positive for or is experiencing symptoms of COVID -19.
8. Follow guidance if you are required to quarantine.
 - To self-quarantine, you are to stay home for 14 days. You must also avoid physical contact with other people and not share household items. Be alert for symptoms of COVID-19.
 - If you experience COVID-19 symptoms, such as fever, chills, cough, loss of sense of smell or taste, headache, or sore throat, call your health care provider and then notify your supervisor.
 - Submit your leave request through ADP.
9. Take action if you experience symptoms of COVID-19.
 - If you are sick, notify your supervisor and stay home or return home.
 - If you experience COVID-19 symptoms, such as fever, chills, cough, loss of sense of smell or taste, headache, or sore throat, call your health care provider and then notify your supervisor.
 - Submit your leave request through ADP.

Face Coverings

The College requires face coverings to be worn at all times inside all campus buildings – except when alone in a private office. All individuals on campus in outdoor areas are expected to wear a face covering whenever physical distancing (six feet or more) is difficult or the risk of infection is high.

If you have a health condition that makes wearing a face covering difficult you are encouraged to talk with your direct supervisor about accommodations. Your supervisor may ask you for documentation from your health care provider. The documentation does not need to provide specific information about your health condition, but will need to confirm that there is a medical reason you cannot safely wear a face covering.

Working Remotely (when applicable)

Resources are available to assist employees who are working remotely.

Support

Your supervisor is available to assist you as you transition back into the workplace or continue to work remotely and answer your questions. If you have additional concerns, your department or division HR Contact is also able to answer questions and help resolve problems.