



## PROTOCOL FOR COMING TO CAMPUS DURING COVID-19 OPERATIONS

In an effort to keep you and your fellow colleagues safe during these uncertain times, the District's Emergency Operations Center (EOC) has developed the following protocol and information sheet regarding COVID-19 which includes information you should be familiar with prior to coming to campus.

### DO NOT COME TO CAMPUS IF:

- You are experiencing symptoms of COVID 19 such as
  - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
- You are an at-risk population\* (*Special accommodations can be arranged if you fall into this group below. Please contact your supervisor for alternative arrangements.*)
  - Older adults, 65 or older, immunocompromised, have heart conditions, chronic lung, kidney disease, and/or diabetes
- You or anyone you have been in close contact with has been diagnosed with COVID-19 or placed on quarantine
- You have been asked to self-isolate or quarantine by medical professional or local public health official

### ON THE DAY OF YOUR PREAPPROVED VISIT TO CAMPUS:

- You must do a self-assessment of whether or not you have experienced any symptoms of COVID 19 listed above. If you answer yes to any symptoms, do not come to campus.
- If you have NOT experienced any symptoms listed above in the last 48 hours, continue to campus at your pre-approved designated appointment time.
- Please anticipate being checked-in at the North campus gate by Campus Security with additional screening questions upon your arrival.

### WHILE ON CAMPUS YOU MUST:

- Wear a face covering at all times while on campus.
- Follow the specific directions and campus map (*if applicable*) being sent to you.
- Remain at least 6 feet away from other people while on campus. Avoid physical contact.
- Go directly to your assigned area.
- Do not remain on campus longer than is needed to complete the pre-arranged task.
- Time limitations will be enforced.

- Follow the directions of Campus Security and the EOC staff at all times.

### **ADDITIONAL INFORMATION**

- No current vaccine to prevent coronavirus disease 2019.
- **The best way to prevent illness is to avoid being exposed to this virus.**
- Virus is thought to spread mainly from person-to-person:
  - Between people who are in close contact with one another (within about 6 feet).
  - 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.

### **HIGHEST RISK POPULATION**

- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness as well as others such as:
  - Age 50 and older
  - People who are pregnant
  - Compromised immunities (those in cancer treatment, smokers, bone marrow or organ transplant recipients, immune deficiencies, etc.)
  - Severe obesity
  - Chronic kidney disease

### **PREVENTION**

- Wash your hands often for at least 20 seconds or use a hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick, even inside your home.
- Put distance between yourself and other people outside your home by staying at least 6 feet apart from others and avoiding crowded places and mass gatherings.
- Cover your mouth and nose with a cloth face cover when around others.
- Cover coughs and sneezes, throw used tissues in the trash and wash your hands immediately afterwards.
- Clean and disinfect touched surfaces frequently such as tables, doorknobs, light switches, countertops, phones, desks and keyboards.
- Monitor your health and be alert for symptoms.

## **SYMPTOMS**

- Symptoms may appear 2-14 days after exposure to the virus and can be wide ranging including:
  - Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

**If you have any of these symptoms, we encourage you to get tested in accordance with county guidelines. You can find testing sites on the following website:**

<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>

**You can also use the following link to complete a symptoms check for coronavirus screening:** <https://www.hopkinsmedicine.org/coronavirus/covid-19-self-checker.html>

## **IF YOU'VE TESTED POSITIVE FOR COVID-19**

- Continue to monitor your symptoms and contact your doctor if your symptoms worsen.
- Self-isolate for 10 days from the date your symptoms began AND for 3 days with improvement in respiratory symptoms and no fever.
  - Wait until at least 3 days have passed since recovery
- People who live with you should self-quarantine for 10 days
- You will need to provide doctor clearance in order to return to work if your work exposes you to other employees.
- If you never had covid-19 symptoms, you should isolate for 10 days from the date your positive test was administered.

## **SEEK MEDICAL ATTENTION IMMEDIATELY IF YOU SHOW ANY OF THE FOLLOWING SIGNS:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Per county guidelines, all employers are to abide by specific social distancing and training requirements related to COVID-19. If you need to report any deficiencies in compliance with the county's social distancing protocol requirements, you may report this to:

**Office of Labor Standards Enforcement Advice Line: (866)870-7725**

Any other questions related to these protocols can be routed to your immediate supervisor and/or the Human Resources department.