IF YOU ARE SICK — STAY HOME

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. **To limit the potential for exposure to other people, if you have a cough and shortness of breath; or at least two of these symptoms: fever (100.4), chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell; you should not come to work.**

Take the following actions:

- Notify your supervisor that you are ill and will not be able to work
- Isolate yourself to keep from potentially exposing other people
- Seek medical advice from your primary care medical provider (but please call ahead first)

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

FOLLOW THESE STEPS TO HELP PROTECT YOUR HOME AND COMMUNITY

- **STAY HOME** except to get medical care
- **SEPARATE YOURSELF** from other people in your home, this is known as home isolation
- **CALL AHEAD** before visiting your doctor
- **WEAR A FACEMASK** if you are sick
- **COVER** your coughs and sneezes
- **CLEAN** your hands often
- **AVOID SHARING** personal household items
- **CLEAN** all "high-touch" surfaces everyday
- **MONITOR** Symptoms

REDUCE THE SPREAD OF COVID-19

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshaking – use other non-contact methods of greeting.
- 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 and immediately wash hands with soap and water for at least 20 seconds.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (*approximately 6 feet*) from others when possible including break rooms.
HOW TO DISCONTINUE HOME ISOLATION

People with COVID-19 who have stayed home and self-isolated can stop home isolation under the following conditions:

If you will not have a test to determine if you are still contagious, you can leave home after these three things occur:

• You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers).

AND

• Other symptoms have improved. For example, when your cough or shortness of breath have improved.

AND

• At least 10 days have passed since your symptoms first appeared.

If you will be tested to determine if you are still contagious, you can leave home after these three things occur:

• You no longer have a fever (without the use of medicine that reduces fevers).

AND

• Other symptoms have improved. For example, when your cough or shortness of breath have improved.

AND

• You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

After you have met the above conditions and following consultation with your healthcare provider, please reach out to your supervisor to discuss your return to work. This discussion may address options for telework, recording time off in Workday, and any other outstanding items related to your absence from and return to work.

If you have any other questions or concerns, you may also contact UHR at hr_delivery@iastate.edu.