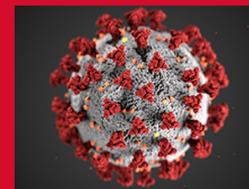


CARING FOR SELF AND OTHERS WHEN SICK WITH COVID-19

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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

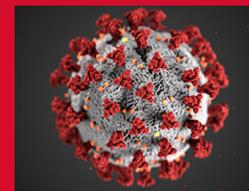
MONITOR Symptoms

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.

RETURNING TO WORK AFTER CONTRACTING COVID-19

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HOW TO DISCONTINUE HOME ISOLATION

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

You can leave home after these three things occur:

- You have had no fever for at least 24 hours (*that is one full day of no 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

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

HOW TO DISCONTINUE HOME ISOLATION FOR ASYMPTOMATIC PERSONS

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following condition:

- At least 10 days have passed after your positive test and have not developed symptoms since your positive test.

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.