



Supervisor Reference List

The following information will help guide a supervisor's or employee's actions related to the potential exposure or contraction of the COVID-19 virus. If an employee reports any of the following symptoms, they should immediately obtain emergency medical assistance.

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

I had COVID-19 and had symptoms but was not hospitalized. When can I return to work?

Before returning to work, you must meet the following criteria:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with NO fever present without taking any fever-reducing medication, AND
- Other symptoms (e.g. cough, shortness of breath) have improved.

I tested positive for COVID-19 but had no symptoms. When can I return to work?

Before returning to work, you must meet the following criteria:

- You continue to have no symptoms, AND
- 10 days have passed since your last positive test.

A household member is home ill with COVID-19. Can I come to work?

If someone in your household becomes ill with COVID-19, you should stay home for 14 days after last close contact.

I was in contact with someone who has, or who is suspected of having COVID-19. When can I come to work?

If an employee has been in close contact with someone with COVID-19 they should:

- Stay home for 14 days after exposure
- Consult with their healthcare provider or local health department for questions on testing.

What does "close contact" mean.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils



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- They sneezed, coughed, or somehow got respiratory droplets on you

I have a weakened immune system due to a health condition or medication I take. Should I come to work?

If you had COVID-19, you may need to be home longer than ten days to recover or be cleared to return to the College. Talk to your healthcare provider for additional guidance. You may be asked to take two tests, and if you receive two consecutive negative tests 24 hours apart, your healthcare provider may still ask you to stay home longer than ten days. Always follow your healthcare providers' guidance.

If you have not had COVID-19, you should consult with your healthcare provider to determine if you are able to return to work. If you are unable to return to work, or you need an accommodation to your work environment, please contact your supervisor or Human Resources.

I have a pre-existing or chronic medical condition. What pre-existing medical conditions make me more vulnerable to COVID-19 where I should limit my exposure to others and perhaps work remotely?

According to the CDC and recent research, the following conditions increase your risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD
- Immunocompromised state
- Obesity (body mass index of 30 or higher)
- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 1 & 2 diabetes mellitus
- Age older than 60 years
- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic Fibrosis
- Hypertension or high blood pressure
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)

I am not feeling well today and am not sure if it is COVID-19. What are the symptoms of COVID-19?



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People with COVID-19 have a wide range of symptoms, ranging from mild to severe illness. Not everyone with COVID-19 will have symptoms. However, symptoms may begin to appear 2-14 days after exposure to the virus. Below are some of the symptoms someone may experience.

- 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
- Diarrhea

This is not an exhaustive list of all possible symptoms and the CDC is updating this list when necessary. Anyone who thinks they have COVID-19 should contact their healthcare provider or local health department before coming to the College.

I am not comfortable coming to campus to work due to COVID-19 related restrictions affecting my life, i.e. caring for others, helping a child with digital learning, providing child care, etc.... Can I work from home?

The decision will need to be discussed between the supervisor and the Human Resources office. The decision will be based on the possibility of remote working options, but also the needs of the office.



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