

# Dickinson

## **Guidelines for Employees Permitted to Return to Campus During the GREEN Phase of COVID Recovery**

Employees should take their temperature each day prior to reporting to campus.

**Employees who have symptoms that could potentially be infectious should notify their supervisor, stay home and are encouraged to contact their health-care provider.**

- Employees who experience any of the following symptoms are not permitted to report to work and should contact their supervisor in accordance with departmental procedure:
  - Fever (100.4 or higher)
  - Cough
  - Shortness of breath
- Employees who experience any **two** of the following symptoms are also not permitted to report to work and should contact their supervisor in accordance with departmental procedure.
  - Chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
- Individuals who are well but who have a sick family member at home or roommate should notify their supervisor and follow [CDC recommended precautions](#).

All individuals are required to wear a mask that covers their mouth and nose when they are in the common areas of any part of campus and when they are in contact with others. Employees who do not have a mask may request one from their supervisor.

While working individually in their assigned project area, employees are not required to wear masks.

Social distancing must be followed at all times:

- Maintain a personal distance between people of at least six feet, regardless of whether they are showing symptoms of illness.
- Avoid shaking hands, hugging and similar close-contact engagement with others.
- No congregating in offices, kitchens, break rooms or other areas where people socialize.
- Avoid lunchrooms and crowded restaurants.

Besides social distancing, other important considerations include:

- Use only your knuckle or shirt sleeve to touch light switches, elevator buttons, etc.
- When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue or disposable glove.

- 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.
- Wash your hands frequently with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Use general surface cleaning products or wipes to clean commonly touched surfaces.

**If the college determines there is a strong probability that an employee either has COVID-19 or has come in contact with someone with it and has entered our premises, employee screenings will be required.**