



Campus Health Expectations

COVID-19 Employee Guidance

Expectation 1: Practice good hygiene.

Hand sanitizing stations have been strategically placed throughout campus in high traffic buildings along with visual cues promoting proper hand washing. Employees and students will also be provided a personal bottle of hand sanitizer.

- Employees are expected to wash their hands for a minimum of 20 seconds after using the restroom.
- Employees are expected to wash/sanitize their hands upon entering into a building.
- Employees should not shake hands with others.
- Employees are expected to wash/sanitize their hands after potential contact with others.

In addition to practicing good hygiene, cleaning patterns will assume more importance on our campus than ever before. AHI will provide increased cleaning and sanitizing of frequently used facilities and common areas with the use of EPA and CDC approved cleaning agents. Their cleaning schedule is as follows:

- **Office spaces** will be cleaned and disinfected five days a week.
- **Shared spaces** (restrooms and elevators) will be detailed, cleaned and disinfected at night and checked throughout the day for stocking and high touch area cleaning and disinfecting. Elevators will be cleaned and disinfected twice a day.
- **Communal spaces** (classrooms, interaction/common areas) will receive a detailed cleaning and disinfecting daily. High touch points will be cleaned and disinfected twice a day.

Employees are responsible for cleaning and sanitizing their personal workspace (desk, phone, keyboard, mouse, etc.). Departments have been provided their own disinfecting supplies to supplement AHI's daily cleaning routine.

Expectation 2: Monitor your personal health daily.

Keeping the campus community safe starts at home. Before coming to campus, all employees must self-screen for the following symptoms. An employee should not come to campus if he/she displays any one of the following:

- A 100.4 F temperature or higher any time within the previous 24 hours
- Cough not related to seasonal allergies
- Shortness of breath or difficulty breathing
- Nausea, vomiting, or diarrhea
- New loss of taste or smell

A complete list of symptoms can be found [here](#). Any employee determined to be exhibiting one of these symptoms will be sent home.

Expectation 3: If you are sick, stay home.

If you are experiencing symptoms of the Coronavirus, first contact your healthcare provider. The current CDC [guidelines](#) are below. Guidance is subject to change.

- An employee who has only a fever and no other symptoms of COVID-19 and have not had contact with a positive COVID-19 individual may return to work after being fever-free for 24 hours without using any fever-reducing medications.
- If an employee tests positive for COVID-19, please notify your supervisor and/or the Office of Human Resources at 581-2245 immediately.
- If you are made aware of a student who tests positive, please instruct them to contact the Coronavirus hotline by email at coronavirus_hotline@cameron.edu or by calling 581-2676.
- **Employees with COVID-19** who have symptoms and were directed to isolate at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since symptom onset; AND
 - At least 24 hours have passed since last fever without the use of fever reducing medication; AND
 - Other symptoms have improved; AND
 - A healthcare provider, or the appropriate health department, has issued a letter stating that the employee has met the criteria to end isolation.
- **Asymptomatic employees with COVID-19** may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their positive COVID-19 test; AND
 - A healthcare provider, or the appropriate health department, has issued a letter stating that the employee has met the criteria to end isolation.
- **An employee that was in *[close-contact](#)** to someone that has tested positive for COVID-19 and was directed to quarantine may return to campus under the following conditions:
 - 14 days have passed since the date of exposure; AND
 - Documentation from a healthcare provider or the appropriate health department stating that the employee has been cleared from quarantine and may return to work.

****A [close-contact](#) is defined as being within 6 feet of an infected person for more than 15 minutes.***

Please note that it is unlikely that many employees would be labeled as close-contacts based on this definition.

The Families First Coronavirus Response Act provides paid leave to employees affected by COVID-19. For more information, please see the [FAQ](#) and the [Your Employee Rights](#) poster.

Expectation 4: Respect personal space and practice social distancing.

Signage and visual cues have been placed throughout campus to promote social distancing (at least 6 feet between individuals).

- Employees are expected to observe social distancing at all times.
- Classroom spaces have been modified to accommodate social distancing. Office spaces should also be modified to ensure social distancing.
- Campus meetings or events that cannot accommodate social distancing should be held through virtual means.
- Plexiglas shields have been installed in areas that require face-to-face interaction. Work orders for Plexiglas shields should be entered into the TMA system for consideration.
- Buildings have designated entrance and exit doors labeled to control the flow of traffic.

Expectation 5: Cover your nose and mouth.

All employees are expected to wear a face covering when social distancing is not possible or guaranteed. While it is possible for COVID-19 to be spread by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes, according to the [CDC](#), it has been determined that this is not the main way the virus spreads. **The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks.**

- A cloth mask has been provided to all employees. Employees will also receive a small kit that contains two branded CU masks and a small bottle of hand sanitizer.
- Face Shields will be provided to faculty teaching face-to-face classes and available to staff upon request.
- Students will be provided a CU branded cloth mask and a small bottle of hand sanitizer.
- Disposable masks will be available in high traffic areas and classrooms.

You can find more information about Cameron University's response to COVID-19 at <https://www.cameron.edu/covid-19>.