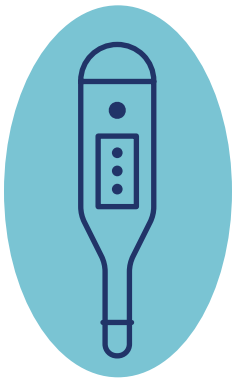


Keep Well: Tips for Employees Reporting to the Workplace

05/20

If you're experiencing signs or symptoms of COVID-19, do not come into work, follow normal call-in procedure. Contact your primary care provider or call Human Resources 608-796-3930 or Health Services 608-796-3806 for guidance.

TAKE YOUR DAILY TEMPERATURE PRIOR TO EACH SHIFT



At Home

- To get an accurate temperature:
 - wait 30 minutes after eating, drinking, or exercising.
 - wait at least 6 hours after taking medicines that can lower your temperature, like: acetaminophen (also called paracetamol), ibuprofen, or aspirin.
- Follow your thermometer's operating instructions.
- Hold the tip of the thermometer under your tongue, do not bite the thermometer.
- Clean your thermometer with soap and water and dry it well after every use.
- Read your temperature on the screen. If your temperature is 100°F/38°C or higher, you have a fever and should not report to work.

On Campus

- If you do not have a thermometer at home or want to check your temperature during the day, visit a thermometer check point. Locations can be found on the Health Services website.

STAY WELL



- 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.
- 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.
- Keep your distance from others (about six feet).
- 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.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that have been provided by Physical Plant.



VITERBO
UNIVERSITY