

RETURNING TO CAMPUS CHECKLIST



WHILE ON CAMPUS

SYMPTOMS, EXPOSURE, AND SELF-QUARANTINE

Remind employees to [self-screen](#) daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. They should check the [CDC website](#) or with their healthcare provider for the most current information. Employees with any of the symptoms below should self-quarantine at home per CDC and MATC guidelines, and contact their health care provider as appropriate.

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|--|------------------------------|--|
| • Fever over 100 degrees Fahrenheit | • Fatigue | • Nausea or vomiting |
| • Chills | • Muscle or body aches | • Diarrhea |
| • Cough | • Headache | • Close contact with a person lab confirmed to have COVID-19, whether you have symptoms or not |
| • Shortness of breath / difficulty breathing | • New loss of taste or smell | |
| | • Sore throat | |
| | • Congestion or runny nose | |

Report any known or potential employee absence due to COVID-19 immediately to your supervisor and Human Resources and have the employee complete the [COVID-19 Self-Reporting Form](#).

Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.

Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:

If you are under self-isolation because you have lab confirmed or suspected COVID-19 AND you have exhibited Coronavirus Symptoms:

- At least 24 hours have passed since last fever without the use of fever-reducing medications and improvement in symptoms
- At least 10 days have passed since symptoms first appeared

If you are under self-quarantine/isolation because of potential exposure AND you have exhibited Coronavirus Symptoms:

- At least 24 hours have passed since last fever without the use of fever-reducing medications and improvement in symptoms
- At least 10 days have passed since symptoms first appeared

If you are under self-quarantine/isolation because you have exhibited one or more Coronavirus Symptoms (regardless of whether you have been diagnosed with COVID-19):

- At least 24 hours have passed since last fever without the use of fever-reducing medications and improvement in symptoms; and,
- At least 10 days have passed since symptoms first appeared

If you are under self-isolation because you have lab confirmed COVID-19 AND you have not exhibited Coronavirus Symptoms:

- 10 days have passed since the date of your first positive COVID-19 diagnostic test (assuming you have not subsequently developed symptoms since such positive test)

If you are under self-quarantine because of potential exposure to someone with lab-confirmed or diagnosed COVID-19 AND you have not exhibited Coronavirus Symptoms:

- At least 14 days have passed since the beginning of self-quarantine (the date you had close contact), no symptoms have appeared, and you have had no further close contact with that individual or anyone else with COVID-19.
- However:
 - If you live with someone with COVID-19 and have not been able to avoid continuous close contact with them, at least 14 days have passed since the person with COVID-19 has completed self-isolation (see #1 or #2 above)
 - If you live with someone with COVID-19 and have avoided continued contact with that household member, but you have had close contact with another household member who has COVID-19, at least 14 days have passed since the last close contact with this additional household member

WHILE ON CAMPUS

FACE COVERINGS, SOCIAL DISTANCING, AND HYGIENE

Until further notice, MANHATTAN TECH requires face coverings for all students and employees while on-campus

Required in the following areas:

- Indoor public areas on campus. This includes all non-private office or residential spaces, such as common areas, restrooms, classrooms, conference rooms, and break rooms
- Outdoor spaces where six feet or more of physical distancing is difficult to reliably maintain.

Not required in the following limited circumstances:

- When working alone in a single office or cubicle space
- When engaging in physical activity outside
- When doing so poses a greater mental or physical health, safety or security risk
- While operating outdoor equipment if not appropriate from a safety standpoint
- When consuming food or drink

If you require an exception, discuss this with your supervisor and HR.

Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).

Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.

In person meetings should not exceed 25% of the room's capacity unless specific guidance is otherwise posted and attendees should spread out as much as possible. Where feasible, meetings should be held remotely instead of in person.

If food or drink is provided in meetings, provide individually packaged meals and utensils for each employee.

Employees should not share other employees' desks or equipment. If sharing is necessary, such as with common equipment or reception area desks, the equipment and work area must be disinfected between uses.

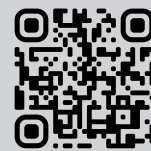
Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities.

Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for any additional assistance needed addressing concerns or answering questions.

Questions:

Human Resources
humanresources@manhattantech.edu

www.manhattantech.edu/covid19



COVID-19
Reporting Form

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if College requirements change.
Last updated: August 4, 2020.