



UNIVERSITY OF ST. THOMAS

General Guidelines at Work

- Wear Face Mask – Masks must be worn in all areas outside of your department location. Wearing a mask within your department is optional ensuring that social distancing is maintained.
- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals especially if not within your department. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Continuously self-screen for the symptoms.
 - ✓ Temperature greater than or equal to 100.0 degrees
 - ✓ Cough
 - ✓ Shortness of breath or difficulty breathing
 - ✓ Chills
 - ✓ Repeated shaking with chills
 - ✓ Close contact with a person who is lab confirmed to have COVID-19
 - ✓ Muscle Pain
 - ✓ Sore throat
 - ✓ Headache
 - ✓ Diarrhea
 - ✓ Loss of taste or smell
 - ✓ Feeling feverish or measured
- If you begin to show symptoms, notify your supervisor and Human Resources and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Keep meetings to five people or less and spread out as much as possible or utilize Zoom for meetings when needed to maintain social distancing.
- Wash or disinfect hands upon entering an office and after any interaction with employees, contractors, customers, or items in the office.
- Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator, to avoid close contact. In elevators, masks should always be worn.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. Basic cleaning and sanitizing throughout the day is the responsibility of the department. Custodial Services will provide a more thorough cleaning and sanitizing on a daily basis.
- CDC guidance suggests that older adults, age 65 and older, and people of any age who have a serious underlying medical condition might be at higher risk for severe illness from COVID19. To the extent possible, avoid being within 6 feet of individuals aged 65 and older or those who may have a serious underlying medical condition. Discuss the situation with their supervisor.**