



# Return to Work Safety Guidelines

## >> WHAT YOU SHOULD KNOW

### **Clark State will:**

- Provide multiple alcohol-based hand-sanitizer stations throughout our buildings in public areas.
- Provide hand-sanitizer to each employee for use at their workspace.
- Distribute disinfecting wipes for use on commonly touched surfaces.
- Provide soap, sinks and drying hand towels for handwashing.
- Issue face coverings to employees.
- Change workstation and classroom layouts to promote physical distancing.
- Provide signage, floor tape and plexiglass shields in high-traffic areas to facilitate physical distancing.
- Distribute tissues and no-touch disposal receptacles for proper cough/sneeze etiquette.
- Implement alternative work strategies to permit physical distancing.
- Daily thorough environmental cleaning of workplaces with EPA-registered viricidal disinfectants.
- Provide liberal sick-leave policies if illness occurs.

## >> WHAT YOU SHOULD DO

### **Honor physical distancing rules:**

- No less than six feet from employees, students or patrons.
  - Unless protected by face coverings and/or plexiglass shields.
- Limit events and meetings that require close contact.

### **Wear a face covering:**

- Face coverings do not protect you, they protect the person you are with.
- Wear a face covering unless you are alone in an enclosed room.
- Face coverings are a social courtesy and a sign of respect.
- The face covering can be one you made or one supplied for you.

### **Practice effective hand hygiene:**

- Wash your hands often using soap and water for 20 seconds.
- **Key times to clean hands include:**
  - Before, during and after preparing food.
  - Before eating food.
  - After using the toilet.
  - After blowing your nose, coughing or sneezing.
  - Before and after work shifts.
  - Before and after work breaks.
  - After putting on, touching or removing cloth face coverings.
  - Before and after making and/or taking deliveries.
  - After touching frequently touched surfaces, such as or door handles or telephones.
  - Before wearing and after removing cold-weather gloves.
  - Before and after grooming or touching hair.
- Avoid touching eyes, nose or mouth.
- Avoid shaking hands.

### **Practice cough/sneeze etiquette:**

- When you cough or sneeze, always cover your mouth and nose with a tissue or use the inside of your elbow.
- Dispose of the tissue in a no-touch receptacle.

### **Stay home if you're sick. Here is the guidance:**

- Check your temperature and check for symptoms daily.
  - If you have a fever of 100.4°F or higher you must stay home for at least three days beyond the fever subsiding.
- Seek assistance from your supervisor.
  - If you are uncomfortable sharing information, seek guidance from Human Resources.
- If you have had close contact with someone who has been diagnosed with COVID-19, you should not report to work. Instead, self-quarantine and self-monitor for at least 14 days.
- If you develop a fever or symptoms, such as cough or shortness of breath, you should not report to work. Notify a healthcare provider and self-isolate until criteria to discontinue home isolation are met. *Criteria to discontinue home isolation include:*
  - At least three days (72 hours) have passed since recovery from fever and respiratory symptoms.
  - Improvement in respiratory symptoms: cough, shortness of breath, etc.
  - At least seven days have passed since symptoms first appeared.