



ASDB COVID-19 Guidelines – Daily Self-Check and Self-Care

Updated 7.2.2020

This document is in compliance with CDC recommendations and is meant as guidance for staff members to return to work safely, in an effort to reduce risk and prevent COVID-19 exposure. This document is required to be reviewed by supervisors with their respective departments. Supervisors are required to ensure that all new staff members hired for SY 20-21 are provided with the information for COVID-19 procedures and training. This communication will be revised as CDC recommendations are updated.

COVID-19 has a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**

1) If you are experiencing any of these symptoms, you may have COVID-19 and should **not come to work:**

- Fever or chills (temperature of 100.4 or above is considered a fever)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2) If the answer to any question below is "yes" then you should not report to work or come on campus/ASDB location or worksite, should self-monitor, and ask your physician for direction prior to returning to campus/ASDB location or worksite.

Ask these questions before you report to work or arrive on campus/ASDB facility or work site:

- a. Have you a reason to believe or have been in close contact with a confirmed case of COVID-19 or someone with symptoms within the past 14 days? Close contact is defined as spending 10 minutes or more with no face covering or physical distancing.
 - b. Have you had a fever above 100 degrees or taken any fever reducing medications (i.e. Tylenol or Advil) within the past 72 hours?
 - c. Are you experiencing any new respiratory symptoms including a cough, sore throat, runny nose, congestion, or shortness of breath?
 - d. Are you experiencing any new muscle aches or chills?
 - e. Have you experienced any new change in your sense of taste and smell?
- 3) Please communicate with Human Resources if you have traveled to any countries other than the United States over the last 30 days. This may change and we may change based on guidance from CDC

If you are having any of the symptoms listed above or answer “Yes” to any question above, the CDC recommends that you stay home and communicate directly with your medical provider, as well as **Human Resources if you meet any of the above criteria. Please follow your department’s leave request procedures.**

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Friendly Reminders for Self-Care

Washing your hands

Wash your hands often with soap and water for at least twenty (20) seconds or use hand sanitizer with at least 70% alcohol if soap and water are not available, avoid touching your eyes, nose, and mouth, and use coughing and sneezing etiquette.

Cover your mouth and nose when you sneeze or cough by using the inside of your elbow, use tissue or pull your shirt over your mouth.

YouTube Video: [Hand Washing](#)

Social distancing

As an Agency we are practicing social distancing by avoiding gatherings of more than ten (10) and maintaining distance (at least six (6) feet) from others when possible. If you are not able to maintain at least six (6) feet from others it is recommended that you wear a non-medical cloth face covering.