

COVID-19 Self-Guide for ECC Employees

..... Keep Yourself, Your Co-Workers, Your Students and Your Campus Safe

The purpose of this self-guide is to help you make decisions about seeking appropriate medical care, keeping others safe, and protecting your campus community. This tool is intended only for East Central College employees and is not intended for the diagnosis or treatment of disease or other conditions, including COVID-19.

ECC'S COVID CONTACT: COVID@EASTCENTRAL.EDU OR 636-234-3199

COVID-19 can cause any one or more of the following symptoms:

Fever*/Chills	Difficulty Breathing	Headache	Congestion/Runny Nose
Cough	Fatigue	New Loss of Taste/Smell	Nausea/Vomiting
Shortness of Breath	Muscle/Body Aches	Sore Throat	Diarrhea

***Fever** is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F or higher.

****Close Contact** is defined as being within 6 ft of an individual for 15 minutes or longer.

A. I HAVE TESTED POSITIVE FOR COVID-19

- Isolate yourself until your criteria to end home isolation is complete.
- **DO NOT COME TO CAMPUS** while in isolation.
- Contact your supervisor to consider possibilities for working remotely and Human Resources if you need to access leave/benefits.
- Contact ECC's COVID Contact.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- **Criteria to End Home Isolation:** Follow Local Public Health Authority (LPHA) guidance. For mild cases, you can be with others after 3 days with no fever **AND** respiratory symptoms have improved (e.g. cough, shortness of breath) **AND** 10 days since symptoms first appeared.

B. I HAVE ONE OR MORE OF THESE SYMPTOMS AND...

I have had **close contact**** with an individual who has tested positive for COVID-19

— OR —

I live with someone who has symptoms and has had **close contact**** with another individual who has tested positive for COVID-19.

- Stay home and **DO NOT COME TO CAMPUS** if you are experiencing COVID-like symptoms not explained by another non-communicable illness.
- Contact your medical provider or LPHA to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact.
- Contact your supervisor to consider possibilities for working remotely and Human Resources if you need to access leave/benefits.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- **Criteria to End Home Isolation:** Follow LPHA guidance. For mild cases you can be with others after 3 days with no fever **AND** respiratory symptoms have improved (e.g. cough, shortness of breath) **AND** 10 days since symptoms first appeared.

C. I HAVE ONE OR MORE OF THESE SYMPTOMS BUT...

I have had no known contact with an individual who has tested positive for COVID-19.

- Stay home and **DO NOT** COME TO CAMPUS if you are experiencing COVID-like symptoms.
- Contact your supervisor to consider possibilities for working remotely and Human Resources if you need to access leave/benefits.
- Keep track of your symptoms. If you are symptom free for 24 hours, without medications, you may return to campus.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- Contact your medical provider or LPHA to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact if you have questions, if symptoms develop, or if you or someone in your household tests positive for COVID-19.

D. I DO NOT HAVE ANY SYMPTOMS BUT...

I have had **close contact**** with an individual who has tested positive for COVID-19.

- Quarantine (stay home for 14 days after last exposure based on the time it takes to develop illness) and contact your medical provider.
- **DO NOT** COME TO CAMPUS while in quarantine.
- Contact your supervisor to consider possibilities for working remotely and Human Resources if you need to access leave/benefits through the quarantine period.
- Contact ECC's COVID Contact to report your quarantine.
- Always maintain social distance (at least 6 feet) from others and avoid contact with people at higher risk for severe illness from COVID-19.
- Self-monitor for symptoms by checking your temperature twice a day and watch for fever, cough, shortness of breath, or other symptoms listed above.
- If you develop symptoms, contact your medical provider or LPHA to see if you meet criteria to be tested for COVID-19.

E. I DO NOT HAVE ANY SYMPTOMS AND...

I live with someone who does not have symptoms but has had **close contact**** with an individual who has tested positive for COVID-19

— OR —

I have interacted with an individual who has symptoms OR has tested positive for COVID-19 but I **have not** had **close contact**** with them.

- Please discuss any concerning situation with your supervisor or the ECC COVID Contact.
- Self-monitor for symptoms for 14 days by checking your temperature twice a day and watch for fever, cough, shortness of breath, or other symptoms listed above.
- You may continue coming to campus as long as symptoms do not develop **AND** no one in your household tests positive for COVID-19.
- Always maintain social distance (at least 6 feet) from others and avoid contact with people at higher risk for severe illness from COVID-19.
- If you develop symptoms, contact your medical provider or LPHA to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact if you have questions, if symptoms develop, or if you or someone in your household tests positive for COVID-19.

Resources: Anthem <https://www.anthem.com/coronavirus/> • Center for Disease Control <https://www.cdc.gov/coronavirus/> • ECC COVID-19 Information <https://www.eastcentral.edu/covid/> • Employee Assistance Program <https://www.ndbh.com/CrisisResources> • Human Resources wendy.hartmann@eastcentral.edu or 636-584-6712

CDC guidance reviewed as of 8/17/2020