
GOUCHER | college

WORKING SAFELY ON-CAMPUS

A GUIDE FOR EMPLOYEES & MANAGERS



WORKING SAFELY – SELF-SCREENING

- Self-screen and monitor for symptoms related to COVID-19 daily **before** coming to work. If you are showing **any** symptoms, have tested positive, or have been in close contact with anyone testing positive, **do not** come to work until cleared by the Office of Human Resources. Notify your manager of the necessary absence and/or discuss options to work remotely.

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COVID-19 Daily Self-Check Checklist

Review this COVID-19 Daily Self-Check Checklist every day before reporting to work.

If you reply YES to any of the below questions, stay home and follow the steps as outlined.

Step 1: Contact your healthcare provider.

Step 2: Contact your manager to notify them of your absence or to discuss options to work remotely.

Step 3: Report your illness to Goucher at https://www.goucher.edu/experience/iving_well/student-health-centers/coronavirus-information/report-an-illness.

If you begin displaying symptoms consistent with COVID-19 during the workday, immediately isolate yourself and notify your manager that you need to leave. Go home and then complete steps 1 and 3 as outlined above.

DAILY SELF-CHECK QUESTIONS

1. Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications? Yes No
2. Have you lost your sense of smell or taste? Yes No
3. Are you experiencing any muscle aches? Yes No
4. Do you have a sore throat? Yes No
5. Do you have a cough? Yes No
6. Are you experiencing shortness of breath? Yes No
7. Do you have chills? Yes No
8. Do you have a headache? Yes No
9. Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, or loss of appetite? Yes No
10. Have you or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19? Yes No
11. Have you been asked or advised to self-isolate or quarantine by a medical professional or local public health official? Yes No

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WORKING SAFELY

- Unvaccinated individuals should maintain 6 feet of physical distancing from others.
- Fully vaccinated individuals should continue to distance when possible, particularly when regional and campus rates are high.
- When able, avoid walk-in visitors and request appointments.
- When able, meet virtually to include employees working remotely and for physical distancing.
- Face-to-face meetings are strongly discouraged, and when necessary, must be limited to no more than 10 attendees.
- Practice good hand hygiene and wearing appropriate face coverings when in public spaces.
- Regularly clean personal office and shared workspaces.
- Be aware of and follow campus and department expectations as outlined in various communications and signage.

COVID
CORONAVIRUS
DISEASE 19

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



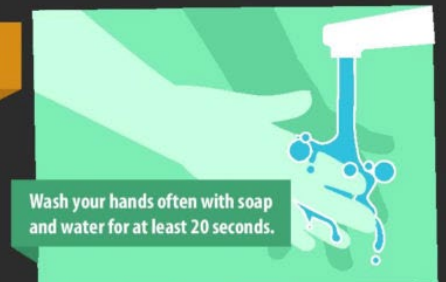
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

FACE MASKS – WHAT ARE THEY?

Goucher College is requiring employees, students, and visitors to the campus to wear N95, KN95, or KF94 face masks when in public. These face masks help limit the spread of disease by providing a barrier when a person coughs, sneezes, or talks. Employees unable to comply due to a disability must contact the Office of Human Resources to discuss possible accommodations; students must contact the Office of Accessibility Services.



FACE MASKS –FIT

Wearing a Face Mask

- Your face covering should:
 - Fit snugly and comfortable against the sides of your face, covering both your nose and mouth
 - Be secured with either ties, ear loops, or bands



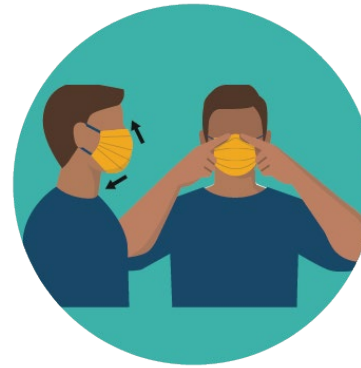
WORKING WITH A FACE MASK

Wash your hands with soap and water or an alcohol-based hand sanitizer before and after touching face mask



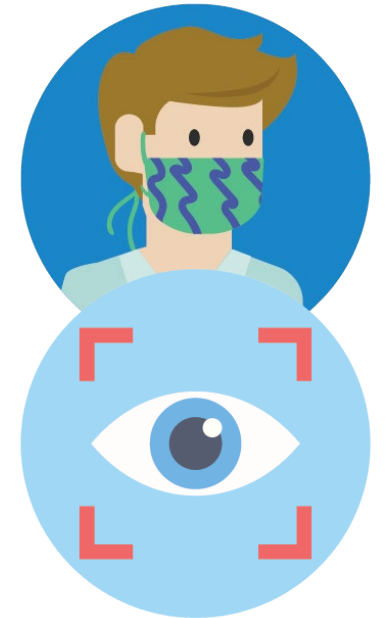
Remove face mask to eat

Store face mask in a clean paper bag when not wearing



Ensure face mask fits snugly

Expressing and reading emotions can be difficult with a face mask; pay attention to eye/eyebrow movements for facial cues and consider using a face covering with a clear insert; body language is also important



WORKING SAFELY – FACILITIES CLEANING PLAN

- **Cleaning Kits.** Faculty, staff, and students will help clean spaces across campus. 300+ cleaning kits are being assembled and distributed to classrooms, offices, and common areas, as requested. Each kit will include paper towels, disinfectant, and cleaning instructions for proper use of the products. Cleaning products used are effective in killing COVID-19.
- **Minimizing Contact.** Whenever possible, Environmental Services staff contact with faculty, staff, and students will be minimized by asking employees to empty trash receptacles to a central location and then schedule a weekly cleaning of low-touch areas on campus.
- **High-Touch Areas.** Environmental Services staff will enhance and increase cleaning efforts in high-touch areas across campus by providing cleanings multiple times per day. Environmental Services staff will help monitor cleaning supplies across campus to ensure all areas remain fully stocked.



Wearing a face mask keeps
you and others safe.

COMPLIANCE & ENFORCEMENT

- Appropriate face masks must be worn in public settings on-campus to help limit the spread of COVID-19. This is for the safety of all employees, students, and guests of the campus.
- If you encounter someone who is not wearing a face mask, refer them to central locations where a face mask can be provided to them at no cost.
- Use this [form](#) to submit concerns for any student, faculty, or staff members in the Goucher community who may not follow the College's COVID-19 policies.
- If the individual is confrontational, refuses to wear a face mask, or repeated violates this campus requirement, notify your supervisor, Campus Safety, or Human Resources.

Remember, we are counting on everyone to comply for the safety of the entire Goucher community.