

SCHOOL OF

The Common Good

Stay well and help protect your Hornet Family by following these health and safety guidelines.

- **Complete daily self-assessment** before coming to work
- **Wash hands frequently** use soap and water OR use a 60% – 90% alcohol-based hand sanitizer
- **Avoid touching** your eyes, nose, and mouth
- **Use appropriate cough + sneeze etiquette**
- **Keep your phone on your body** – Avoid leaving it on countertops
- **Carry your own pen** – Avoid leaving it on countertops
- **Replace handshakes** with waves, bows, nods, and “Stingers Up”
- **Face mask** – Wear face coverings when in public areas
- **Personal workspace** – Disinfect everything in your work and office space on a regular basis
- **In-Person Meetings + Gatherings** – Limit group size, maintain 6’ distance, and use tele/video conference when possible
- **No more than 1 person should be in 1 elevator car at a time** – Push buttons with your knuckle instead of your finger

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Conduct a self-assessment before coming to campus each day.

Stay well and help protect your Hornet family. If you are experiencing one or more of these symptoms not otherwise explained by a known cause (such as allergies) stay home and contact your healthcare provider.

Self-Assessment

Fever	YES	NO
Headache	YES	NO
New loss of smell or taste	YES	NO
Cough (not related to allergies)	YES	NO
Difficulty breathing	YES	NO
Sore throat	YES	NO
Shortness of breath	YES	NO
New onset of diarrhea	YES	NO
Chills	YES	NO
Repeated shaking with chills	YES	NO
Muscle aches and pains	YES	NO

What to do if your condition changes while at work

If you feel feverish, develop a cough, or develop any of the other listed symptoms, you should:

- Go home
- Take your temperature and write it down
- Stay isolated from household members unless directed otherwise
- Call your healthcare provider or local health department (do not go in person before calling)