

Subject: Workplace and Health Safety Weekly Reminder and Announcement

Date: Monday, July 13, 2020 at 2:15:12 PM Eastern Daylight Time

From: Rodney Byrd

Priority: High

Dear Colleagues,

As we continue to prepare for the return of our students to campus and implement our staggered return to work plan for our staff and faculty, I will begin sending weekly reminders and information updates to our faculty and staff. We want to put procedures in place to maintain a safe workplace and encourage practices that protect the health of our employees, students, visitors, and our community at large.

Please note the following announcements and best practices.

Revised USG Face Covering Policy

Effective **July 15, 2020**, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Self-Monitoring Required

All employees are **required** to self-monitor for signs and symptoms of Covid-19 (utilizing CDC list of symptoms and guidance from the GDPH) each day prior to reporting for work. Clayton State requires employees to notify their supervisor and stay at home if they are sick or exhibiting symptoms of Covid-19. Employees already at work who experience the onset of symptoms are required to notify their supervisor and leave the workplace immediately. Visitors and vendors must also self-monitor before coming to campus. **Employees receiving visitors or vendors should ensure they have completed a self-monitoring check. If symptoms are present, please request they not come to campus and utilize an alternative meeting mechanism.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- 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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Please remember that our Workplace Health and Safety Plan, Supervisor's Guide, Employee's Guide, and other helpful information is located on the campus [Coronavirus Information Page](#) for employees. Please contact Human Resources with any questions or concerns.

Sincerely,

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